

**CITY OF MIAMI SPRINGS**  
**BUDGET SUMMARY FY 2006-07**

	Original Budget <u>FY05-06</u>	Adopted Budget <u>FY06-07</u>	% Increase (Decrease) From FY 05-06 <u>Budget</u>
<b><u>General Fund:</u></b>			
Budgeted Revenues	\$ 12,177,282	\$ 13,181,616	8.2%
Budgeted Expenditures	(11,880,478)	(13,082,187)	10.1%
Excess revenues over exp	296,804	99,428	
Reserve for fund balance	(296,804)	(99,428)	-66.5%
	\$ -	\$ -	
<b><u>Law Enforcement</u></b>	<b><u>FY05-06</u></b>	<b><u>FY06-07</u></b>	
Budgeted Revenues	\$ 193,052	\$ 200,000	3.6%
Budgeted Expenditures	(163,052)	(137,281)	-15.8%
	\$ 30,000	\$ 62,719	
<b><u>Road &amp; Transportation</u></b>	<b><u>FY05-06</u></b>	<b><u>FY06-07</u></b>	
Budgeted Revenues	\$ 542,956	\$ 571,958	5.3%
Budgeted Expenditures	(580,956)	(882,603)	51.9%
	\$ (38,000)	\$ (310,645)	
<b><u>Elderly Services</u></b>	<b><u>FY05-06</u></b>	<b><u>FY06-07</u></b>	
Budgeted Revenues	\$ 331,261	\$ 342,579	3.4%
Budgeted Expenditures	(331,261)	(342,579)	3.4%
	\$ -	\$ (0)	
<b><u>Golf Course</u></b>	<b><u>FY05-06</u></b>	<b><u>FY06-07</u></b>	
Budgeted Revenues	\$ 1,341,678	\$ 1,412,726	5.3%
Budgeted Expenditures	(1,341,678)	(1,389,719)	3.6%
	\$ -	\$ 23,007	
<b><u>Debt Service</u></b>	<b><u>FY05-06</u></b>	<b><u>FY06-07</u></b>	
Budgeted Revenues	\$ 398,960	\$ 398,608	-0.1%
Budgeted Expenditures	(398,960)	(398,608)	-0.1%
	\$ -	\$ -	
<b><u>Total Governmental</u></b>			
Budgeted Revenues	\$ 14,985,189	\$ 16,107,487	7.5%
Budgeted Expenditures	(14,696,385)	(16,232,978)	10.5%
Excess revenues over exp	288,804	(125,491)	-143.5%

**CITY OF MIAMI SPRINGS**  
**ENTERPRISE FUND BUDGET SUMMARY FY 2006-07**

	Actual	Budget	Proposed	% Increase (Decrease) From FY 05-06
<u>Water &amp; Sewer Fund</u>	<u>FY04-05</u>	<u>FY05-06</u>	<u>Budget</u> <u>FY06-07</u>	<u>Budget</u>
Revenues/Sources	\$ 5,407,104	\$ 8,226,270	\$ 6,630,000	-19%
Operating Expenses	(4,444,385)	(6,793,395)	(5,537,463)	-18%
Operating Profit(Loss)	962,719	1,432,875	1,092,537	-24%
Admin fees paid to general fund	(310,000)	(310,000)	(310,000)	0%
Depreciation	(657,650)	(700,828)	(693,653)	-1%
Net Income(loss)	\$ (4,930)	\$ 422,047	\$ 88,884	-79%
 <u>Sanitation</u>				
Revenues/Sources	\$ 1,821,219	\$ 2,209,418	\$ 2,254,174	2%
Operating Expenses	(1,630,173)	(1,990,924)	(2,032,174)	2%
Operating Profit(Loss)	191,046	218,494	222,000	2%
Admin fees paid to general fund	(97,000)	(97,000)	(97,000)	0%
Depreciation	(98,497)	(121,494)	(125,000)	3%
Net Income(loss)	\$ (4,451)	\$ -	\$ 0	#DIV/0!
 <u>Stormwater</u>				
Revenues/Sources	\$ 312,959	\$ 1,355,500	\$ 325,000	-76%
Operating Expenses	(111,896)	(1,222,136)	(274,019)	-78%
Operating Profit(Loss)	201,063	133,364	50,980	-62%
Admin fees paid to general fund	(18,000)	(18,000)	(18,000)	100%
Depreciation	(128,598)	(100,230)	(130,000)	30%
Net Income(loss)	\$ 54,465	\$ 15,134	\$ (97,020)	-741%
 <u>Total Enterprise</u>				
Revenues/Sources	\$ 7,541,282	\$ 11,791,188	\$ 9,209,173	-22%
Operating Expenses	(6,186,454)	(10,003,455)	(7,843,656)	-22%
Operating Profit(Loss)	1,354,828	1,784,733	1,365,518	-23%
Admin fees paid to general fund	(425,000)	(425,000)	(425,000)	0%
Depreciation	(884,744)	(922,552)	(948,653)	3%
Net Income(loss)	\$ 45,083	\$ 437,181	\$ (8,135)	-102%

**CITY OF MIAMI SPRINGS  
BUDGETED REVENUE FY 2006-07**

**GENERAL FUND** **\$13,181,616**

**SPECIAL REVENUE FUNDS:**

Road and Transportation Fund	571,958
Law Enforcement Trust Fund	200,000
Elderly Services (excluding \$164,776 in transfers from the General Fund)	177,803
Golf Course Fund	1,412,726
<b>Total Special Revenue Funds</b>	<b>2,362,487</b>
 Debt Service Fund-G.O. Bonds	 <b>398,608</b>

**ENTERPRISE FUNDS:**

**Water & Sewer Fund**

Water Fees-Inside City	1,600,000
Water Fees-Outside City	165,000
Water Tapping Fees	2,000
Water Penalties	12,500
Misc Water Charges	30,000
Sewer Miami Springs	4,500,000
Sewer Virginia Gardens	278,000
Sewer Connections	2,000
Sewer Penalties	40,500
<b>Total Water &amp; Sewer Fund</b>	<b>6,630,000</b>

**Sanitation Fund**

Residential	1,634,609
Recycling	126,181
Penalties	20,299
Misc Trash Pick Ups	12,000
Bulk Collection Fees	23,251
<b>Total Sanitation Fund</b>	<b>1,816,340</b>

(\*\*Excluding \$437,834 in transfers from the General Fund)

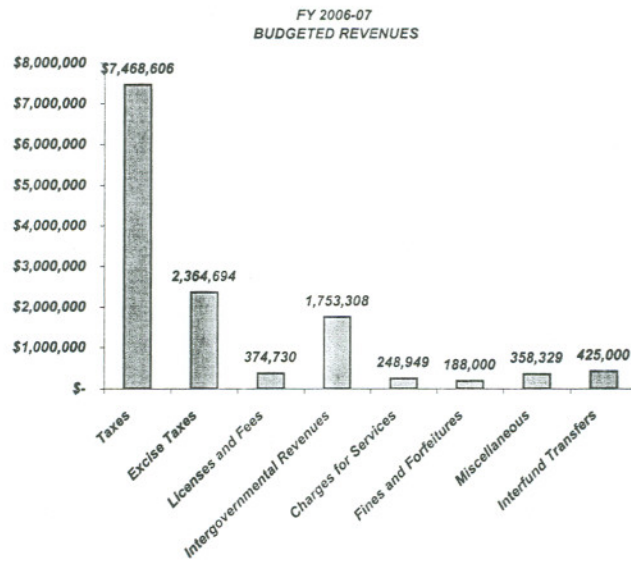
**Stormwater Fund**

Residential Class I	263,493
Industrial/Commercial Class II	33,705
Greenspace Class III	22,595
Other Charges	2,000
Penalties	3,207
<b>Total Stormwater Fund</b>	<b>325,000</b>

<b>Total All Funds</b>	<b>24,714,050</b>
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**CITY OF MIAMI SPRINGS  
SUMMARY OF GENERAL FUND REVENUES**

REVENUES	FY03-04 Actual	FY04-05 Actual	FY05-06 Budget	FY06-07 Budget	% of Total	% Change from 2005-06
Taxes	\$ 5,638,375	\$ 6,040,426	\$ 6,852,065	\$ 7,468,606	56.7%	9.0%
Excise Taxes	2,317,593	2,374,954	2,330,702	2,364,694	17.9%	1.5%
Licenses and Fees	396,527	358,741	413,252	374,730	2.8%	-9.3%
Intergovernmental Revenues	1,200,928	1,562,218	1,549,813	1,753,308	13.3%	13.1%
Charges for Services	227,864	221,143	236,909	248,949	1.9%	5.1%
Fines and Forfeitures	170,547	176,747	171,762	188,000	1.4%	9.5%
Miscellaneous	164,268	301,299	237,779	358,329	2.7%	50.7%
Interfund Transfers	425,004	425,000	425,000	425,000	3.2%	0.0%
<b>Total Revenues</b>	<b>\$ 10,541,106</b>	<b>\$ 11,460,528</b>	<b>\$ 12,217,282</b>	<b>\$ 13,181,616</b>	<b>100.0%</b>	<b>7.9%</b>



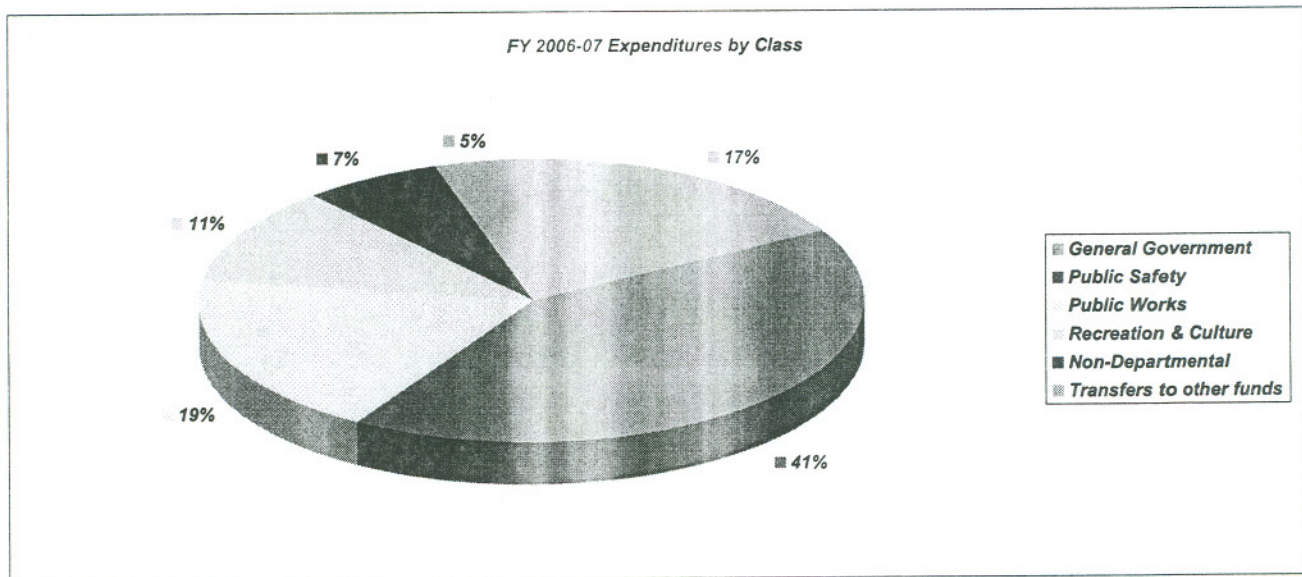


**CITY OF MIAMI SPRINGS  
REVENUE COMPARISON  
GENERAL FUND**

Line Item Revenue	FY 03-04 Actual	FY 04-05 Actual	FY 05-06 Budget	FY 06-07 Budget	% of Total	% Change from 2005-06
Ad Valorem Taxes - Current	\$5,598,277	\$6,026,401	\$ 6,817,065	\$ 7,433,606	56.39%	9.0% x
Ad Valorem Taxes - Delinquent	40,098	14,025	35,000	35,000	0.27%	0.0% x
Franchise Fees	747,491	797,020	795,000	833,404	6.32%	4.8% x
Utility Service Taxes	859,966	892,535	882,396	874,692	6.64%	-0.9% x
Local Communications Tax	710,136	685,399	653,306	656,598	4.98%	0.5% x
Occupational Licenses - City	64,996	61,676	57,000	64,000	0.49%	12.3% x
Occupational Licenses - County	25,184	27,798	23,552	25,000	0.19%	6.1% x
Building Permits	105,814	90,476	94,000	90,000	0.68%	-4.3% x
Electrical Permits	25,427	22,853	26,000	28,985	0.22%	11.5% x
Plumbing Permits	19,796	16,756	18,000	19,082	0.14%	6.0% x
Roofing Permits	47,462	41,565	90,000	92,000	0.70%	2.2% x
Mechanical Permits	22,934	12,078	17,000	16,558	0.13%	-2.6% x
Zoning Permits	6,650	7,550	7,000	6,525	0.05%	-6.8% x
Certification of Completions	1,030	1,800	1,700	1,260	0.01%	-25.9% x
Structural Permits	10,150	18,732	14,000	29,250	0.22%	108.9% x
POD Permit Fees	-	-	-	2,070	0.02%	100.0% x
Other Permits	67,084	57,457	65,000	99,260	0.75%	52.7% x
State Revenue Sharing	233,817	310,530	268,000	311,154	2.36%	16.1% x
8-cent Motor Fuel Tax	121,764	127,070	118,563	119,940	0.91%	1.2% x
Alcoholic Beverage License	9,247	10,248	11,156	11,382	0.09%	2.0% x
1/2-cent Sales Tax	826,145	845,805	841,694	906,438	6.88%	7.7% x
Local Option Gas Tax-6 Cents	-	262,768	300,400	305,134	2.31%	1.6% x
Gas Tax Rebate	9,954	5,796	10,000	11,552	0.09%	15.5% x
School Crossing Guards	33,030	18,386	35,000	28,747	0.22%	-17.9% x
Other Fees	438	829	-	-	0.00%	0.0% x
Program Activity Fees	12,016	31,337	25,000	32,500	0.25%	30.0% x
Full-day Day Care	75,001	75,100	74,250	70,000	0.53%	-5.7% x
Water Polo/Aquatics Teams	-	1,872	100	4,200	0.03%	4100.0% x
Swimming Pool Admissions	38,099	41,828	39,000	45,000	0.34%	15.4% x
Tennis Fees	3,293	2,469	1,800	3,000	0.02%	66.7% x
Vending Machines	3,123	2,205	2,000	6,000	0.05%	200.0% x
Fireworks-VG	3,880	-	4,000	3,000	0.02%	-25.0% x
Tennis Lessons	2,850	3,110	1,500	3,100	0.02%	106.7% x
Tennis Merchandise	289	32	300	150	0.00%	-50.0% x
Tennis Memberships	1,840	1,225	1,000	1,500	0.01%	50.0% x
Basketball fees	4,707	3,930	11,400	10,000	0.08%	100.0% x
Pelican Theatre	-	4,277	2,000	3,000	0.02%	100.0% x
Jazzercise	-	3,150	4,200	4,200	0.03%	100.0% x
Miscellaneous Charges for Serv	14,721	5,184	4,200	3,000	0.02%	-28.6% x
Copies & Other Charges	4,012	2,346	2,196	2,000	0.02%	-8.9% x
Lien Search	18,790	18,290	18,500	18,000	0.14%	-2.7% x
Re-Occupancy Inspection fees	11,775	9,850	10,463	7,500	0.06%	100.0% x
Clerk of the Court - Fines	166,617	151,422	165,762	166,000	1.26%	0.1% x
Code Enforcement tickets	3,930	25,325	6,000	11,000	0.08%	83.3% x
Disabled Parking tickets	-	-	-	3,500	0.03%	100.0% x
Interest - Checking	8,946	2,701	3,143	13,195	0.10%	319.8% x
Interest - Investments	21,640	132,762	115,773	228,981	1.74%	97.8% x
Interest - Tax Collections	4,701	5,767	5,000	2,500	0.02%	-50.0% x
Rent - Metro Fire	9,520	12,178	11,016	14,489	0.11%	31.5% x
Rent - Dade Co. Library	8,253	8,253	8,253	9,488	0.07%	15.0% x
Rent - Bus Benches	3,859	3,876	3,876	3,876	0.03%	0.0% x
Recreational Activities	1,736	1,295	1,368	1,200	0.01%	-12.3% x
Sprint Tower	36,558	47,138	47,000	45,500	0.35%	-3.2% x
Nextel	6,490	6,749	6,800	7,100	0.05%	100.0% x
Metro PCS	6,000	6,240	6,300	6,500	0.05%	100.0% x
Surplus sale of equipment	12,877	22,646	15,000	10,500	0.08%	-30.0% x
Other Miscellaneous	30,916	45,097	12,000	12,000	0.09%	0.0% x
Returned check charges	4,290	2,320	2,250	2,000	0.02%	-11.1% x
Code Enforcement Liens	8,483	-	-	1,000	0.01%	100.0% x
ITF - Water Admin Fee	200,004	78,000	78,000	78,000	0.59%	0.0% x
ITF - Sewer Admin Fee	150,000	232,000	232,000	232,000	1.76%	0.0% x
ITF - Sanitation Admin Fee	75,000	97,000	97,000	97,000	0.74%	0.0% x
ITF- Stormwater Admin Fee	-	18,000	18,000	18,000	0.14%	100.0% x
<b>TOTALS &gt;&gt;&gt;</b>	<b>\$10,541,106</b>	<b>\$11,460,528</b>	<b>\$12,217,282</b>	<b>\$13,181,616</b>	<b>100.00%</b>	<b>7.9%</b>

**CITY OF MIAMI SPRINGS  
EXPENDITURES BY CLASS**

	FY 2003-04 <u>Actual</u>	FY 2004-05 <u>Actual</u>	FY 2005-06 <u>Amended Budget</u>	FY 2006-07 <u>Budget</u>	% of Change <u>From FY2005-06</u>
General Government	\$ 1,624,363	\$ 1,989,457	\$ 2,227,332	\$ 2,214,811	-0.6%
Public Safety	4,280,679	4,514,937	5,105,435	5,506,759	7.9%
Public Works	1,681,754	1,693,009	2,454,938	2,429,942	-1.0%
Recreation & Culture	878,719	937,962	1,331,066	1,423,462	6.9%
Non-Departmental	415,634	181,692	635,891	894,603	40.7%
Transfers to other funds	904,473	1,987,345	1,945,356	612,610	-68.5%
<b>Sub-Totals</b>	<b>\$ 9,785,622</b>	<b>\$ 11,304,404</b>	<b>\$ 13,700,018</b>	<b>\$ 13,082,187</b>	<b>-4.5%</b>
Increase(decrease) in fund balance	899,162	125,885	(1,132,766)	99,428	100.0%
<b>Totals</b>	<b>\$ 10,684,784</b>	<b>\$ 11,430,289</b>	<b>\$ 12,567,252</b>	<b>\$ 13,181,616</b>	<b>4.9%</b>





**CITY OF MIAMI SPRINGS  
EXPENDITURES BY DEPARTMENT**

	<b>FY 2003-04</b>	<b>FY 2004-05</b>	<b>FY 2005-06</b>	<b>FY 2006-07</b>	<b>% Change</b>
	<u>Actual</u>	<u>Actual</u>	<u>Amended Budget</u>	<u>Budget</u>	<u>From FY2005-06</u>
<b><u>Department</u></b>					
Mayor & City Council	\$ 45,491	\$ 43,095	\$ 54,455	\$ 66,215	21.60%
Office of the City Manager	286,942	362,159	374,038	395,197	5.66%
Office of the City Clerk	176,716	208,719	205,526	258,381	25.72%
Office of the City Attorney	115,222	101,757	103,000	109,000	5.83%
Human Resource Department	168,094	171,255	214,206	215,117	0.43%
Finance /Budget	722,725	653,374	699,611	674,329	-3.61%
IT Department	-	336,951	382,358	275,004	-28.08%
Planning Department	109,173	112,147	194,138	221,567	14.13%
Police Department	3,881,656	4,093,024	4,576,002	4,933,260	7.81%
Police - School Guards	6,816	10,869	25,195	24,333	-3.42%
Building ,Zoning & Code Enforce	392,207	411,044	504,238	549,166	8.91%
Public Works - Administration	403,310	424,427	488,715	578,191	18.31%
Public Works - Streets	260,726	259,043	567,221	568,428	0.21%
Public Works - Properties	755,361	644,456	776,478	943,378	21.49%
Public Works - Building Maintenance	157,751	202,581	511,008	310,576	-39.22%
Public Works - Fleet Maintenance	104,606	162,503	111,516	29,369	-73.66%
Recreation	456,187	543,232	831,565	810,768	-2.50%
Aquatics	233,024	217,258	306,686	301,653	-1.64%
Tennis	31,036	42,795	60,840	135,927	123.42%
Park Maintenance	158,472	134,677	131,975	175,114	32.69%
Non-Departmental	415,634	181,692	635,891	894,603	40.68%
<b>Total</b>	<b>\$8,881,147</b>	<b>\$9,317,059</b>	<b>\$11,754,662</b>	<b>\$12,469,577</b>	<b>6.08%</b>
Transfers to other funds	904,473	1,987,345	1,945,356	612,610	-68.51%
Increase (decrease) in fund balance	899,162	125,885	(1,132,766)	99,428	100.00%
<b>Total</b>	<b>\$10,684,782</b>	<b>\$11,430,289</b>	<b>\$12,567,252</b>	<b>\$13,181,616</b>	<b>4.89%</b>

**CITY OF MIAMI SPRINGS**  
**LISTING OF TOP EXPENDITURES-GENERAL FUND**

	<u>FY 2005-06</u> <u>Amended Budget</u>	<u>FY 2006-07</u> <u>Budget</u>	<u>% of Total</u>	<u>% of Change</u> <u>From FY2005-06</u>
Salaries	\$ 6,112,778	\$ 6,537,062	50.0%	6.9%
Health Insurance Benefits	458,502	545,540	4.2%	19.0%
Pension costs	260,294	362,199	2.8%	39.2%
Workmens Comp	157,486	262,446	2.0%	66.6%
Other Employee Benefits	441,754	500,571	3.8%	13.3%
<b>Total Salaries &amp; Benefits</b>	<b>7,430,814</b>	<b>8,207,819</b>	<b>62.7%</b>	<b>10.5%</b>
Capital Expenditures	1,042,590	751,839	5.7%	-27.9%
Debt Service Payments	95,714	78,012	0.6%	-18.5%
Operating Supplies/Uniforms	354,382	375,841	2.9%	6.1%
Contractual Services	508,192	514,060	3.9%	1.2%
Utilities	387,686	413,789	3.2%	6.7%
Transfers to other funds	1,945,356	612,610	4.7%	-68.5%
Liability insurance	270,671	332,191	2.5%	22.7%
Professional Fees	189,350	207,550	1.6%	9.6%
Fleet Maintenance	164,527	150,073	1.1%	-8.8%
Contingencies	275,000	500,000	3.8%	81.8%
Repairs and Maintenance	241,058	197,532	1.5%	-18.1%
Other Misc Expenses	795,339	740,871	5.7%	-6.8%
<b>Total Budgeted Expenditures</b>	<b>13,700,679</b>	<b>13,082,187</b>	<b>100.0%</b>	<b>-4.5%</b>



**CITY OF MIAMI SPRINGS**  
**LISTING OF TOP EXPENDITURES**

	<b>FY 2005-06</b>	<b>FY 2006-07</b>		<b>% of Change</b>
	<b><u>Amended Budget</u></b>	<b><u>Budget</u></b>	<b><u>% of Total</u></b>	<b><u>From FY2005-06</u></b>
Salaries	\$ 7,798,675	\$ 8,307,071	32.6%	6.5%
Health Insurance Benefits	608,095	734,271	2.9%	20.7%
Pension costs	300,301	443,983	1.7%	47.8%
Workmens Comp	314,943	410,864	1.6%	30.5%
Other Employee Benefits	566,142	628,664	2.5%	11.0%
<b>Total Salaries &amp; Benefits</b>	<b>9,588,156</b>	<b>10,524,854</b>	<b>41.4%</b>	<b>9.8%</b>
Capital Expenditures	5,147,823	2,582,701	10.1%	-49.8%
Sewer Processing	2,904,157	2,266,558	8.9%	-22.0%
Debt Service Payments	913,062	1,030,574	4.0%	12.9%
Depreciation/Amortization	905,868	948,653	3.7%	4.7%
Operating Supplies/Uniforms	795,865	815,353	3.2%	2.4%
Contractual Services	1,441,660	1,508,568	5.9%	4.6%
Waste Disposal	738,357	756,304	3.0%	2.4%
Water Purchases	850,028	625,000	2.5%	-26.5%
Transfers to other funds	1,945,356	612,610	2.4%	-68.5%
Liability insurance	400,899	485,591	1.9%	21.1%
Professional Fees	381,593	337,758	1.3%	-11.5%
Management fee paid by enterprise funds	425,000	425,000	1.7%	0.0%
Fleet Maintenance	351,123	312,522	1.2%	-11.0%
Contingencies	275,000	500,000	2.0%	81.8%
Repairs and Maintenance	351,222	283,732	1.1%	-19.2%
Other Misc Expenses	1,641,619	1,434,509	5.6%	-12.6%
<b>Total Budgeted Expenditures(All Funds)</b>	<b>29,056,788</b>	<b>25,450,286</b>	<b>100.0%</b>	<b>-12.4%</b>

**CITY OF MIAMI SPRINGS**  
**CAPITAL EXPENDITURE SUMMARY-ALL FUNDS**

Department	Total Budgeted	Description of expenditure	
City Council	\$ 10,000	Document digitizing equipment	10,000
City Clerk	\$ 2,200		2,200
Finance	\$ 2,000	Replace computers/printers	2,000
Information technology	\$ 18,200	City document imaging system	18,200
Police	\$ 150,250	Two AED Machines	8,000
		Computer Replacement	15,000
		Dictaphone Recording Device	14,000
		3 Marked police vehicles	75,000
		One unmarked admin vehicle	27,970
		Two light bars with deck lights	3,150
		One motorcycle radar	2,500
		Two siren controls, 4 corner strobes	4,630
			150,250
Building & Zoning	\$ 6,399	Two laptops with monthly service	3,400
		Color Laser Printer	350
		Misc office furniture-chairs, cabinets, etc	2,649
			6,399
Public Works	\$ 300,340	City Hall painting	40,000
		Replace gymnasium roof	60,000
		Generator wiring to PW building	3,000
		Computer equipment	1,840
		Concrete mixer	4,000
		50 Gal. Trailerable fuel tank w/ pump	15,000
		36" SCAG Hydraulic mower	5,000
		Riding Mower	14,000
		72" PTO Bush Hog	8,000
		Sweeper attachment for Bobcat	7,000
		sidewalk repairs	80,000
		streetlight repairs	62,500
			300,340
Recreation	\$ 162,450	Pool vacuum	5,500
		Pool cover	30,000
		Replace lane lines	1,000
		Ice machine	2,500
		Prime and paint pool deck	5,000
		Maintenance of pool filters	7,500
		5 new nets	750
		Shade between courts-cement mounted	3,800
		Wind screens for tennis courts	2,000
		Portable Basketball goals 2 @ 4000	8,000
		Small soccer goals	1,000
		Nets for soccer goals	400
		Toro Sportsfield Cultivator w/attachments	10,000
		Toro Rough Unit Groundsmaster 2500-D	25,000
		Fencing in two ball fields	25,000
		Resurface tennis courts	35,000
			162,450
Non-Departmental	\$ 100,000	Parking lot-Curtis Parkway	100,000
Road & Transportation	\$ 590,000	Street and road repairs and improvements	590,000
Elderly services	\$ 2,270	Computer replacement	2,270
Golf Course	\$ 120,281	Maintenance equipment-mowers, sandpro, roller	90,281
		Replace overhead doors-maintenance bldg	5,500
		Irrigation system	24,500
			120,281
Water and sewer	\$ 895,511	Leak detection equipment	22,000
		F250 pick up truck	25,000
		Water pips repair and replacement	83,511
		Sewer sleeving	750,000
		Tow behinf Vac-On	15,000
			895,511
Sanitation	\$ 117,000	New crane	117,000
Stormwater	\$ 100,000	Basin 13 improvements	100,000
Law enforcement	\$ 5,800	Computer equipment	5,800
<b>Total</b>	<b>\$ 2,582,701</b>	<b>Total</b>	<b>2,582,701</b>

**CITY OF MIAMI SPRINGS**  
**CAPITAL EXPENDITURE SUMMARY-ALL FUNDS**

Below is a summary of all capital expenditures included in the budget for FY 2006-07:

BY FUND		BY DEPARTMENT		BY CATEGORY	
General	\$ 751,839	City Council	10,000	Vehicles	274,970
		Finance	2,000		
Road & Transportation	590,000	City Clerk	2,200	Technology	55,470
		Information technology	18,200		
Elderly services	2,270	Police	150,250	Machinery & Equipment	274,950
		Building & Zoning	6,399		
Golf Course	120,281	Public Works	300,340	Improvements O/T	
		Recreation	162,450	Buildings	1,977,311
Law enforcement	5,800	Road & Transportation	590,000		
		Elderly services	2,270		
Water and sewer	895,511	Golf Course	120,281		
		Water and sewer	895,511		
Sanitation	117,000	Sanitation	117,000		
		Stormwater	100,000		
Stormwater	100,000	Law enforcement	5,800		
		Non-Departmental	100,000		
<b>Total</b>	<b>\$2,582,701</b>	<b>Total</b>	<b>\$2,582,701</b>	<b>Total</b>	<b>\$2,582,701</b>

**CITY OF MIAMI SPRINGS**  
**Projected Changes in Fund Balance- General Fund**

The General Fund is used to account for all financial resources of the City, which are not legally required to be accounted for in another fund. It is the chief operating fund of the City.

	FY03-04 Actual	FY04-05 Actual	FY05-06 Amended	FY06-07 Budget	% of Total	% Change from 2005-06
<b>Beginning Balance</b>	\$ 853,643	\$ 2,889,407	\$ 3,015,292	\$ 1,842,555		
<b>Revenues/Sources</b>						
Taxes	5,638,375	6,040,426	6,852,065	7,468,606	56.7%	9.0%
Franchise Fees	747,491	797,020	795,000	833,404	6.3%	4.8%
Utility Taxes	1,570,102	1,577,934	1,535,702	1,531,290	11.6%	-0.3%
Licenses and Fees	396,527	358,741	373,252	374,730	2.8%	0.4%
Intergovernmental Revenues	1,200,928	1,562,218	1,549,813	1,753,308	13.3%	13.1%
Charges for Services	227,864	221,143	236,909	248,949	1.9%	5.1%
Fines and Forfeitures	170,547	176,747	171,762	188,000	1.4%	9.5%
Interest Income	35,287	141,230	123,916	244,676	0.0%	97.5%
Miscellaneous	128,981	160,069	113,863	113,653	0.9%	-0.2%
Interfund Transfers	568,682	425,000	425,000	425,000	0.0%	0.0%
Proceeds from Debt	-	-	350,000	-	0.0%	0.0%
<b>Total revenues/sources</b>	<b>10,684,784</b>	<b>11,460,528</b>	<b>12,527,282</b>	<b>13,181,616</b>	<b>100.0%</b>	<b>5.2%</b>
<b>Expenditures/Uses</b>						
General Government	\$ 1,624,361	\$ 2,012,079	\$ 2,227,332	\$ 2,214,811	16.9%	-0.6%
Public Safety	4,280,679	4,514,937	5,105,435	5,506,759	42.1%	7.9%
Public Works	1,681,754	1,693,009	2,454,938	2,429,942	18.6%	-1.0%
Recreation and Culture	878,718	937,962	1,331,067	1,423,462	10.9%	6.9%
Non-Departmental	415,634	159,071	635,891	894,603	6.8%	40.7%
Interfund Transfers Out	904,473	2,017,584	1,945,356	612,610	4.7%	-68.5%
<b>Total Expenditures/uses</b>	<b>\$ 9,785,619</b>	<b>\$ 11,334,643</b>	<b>\$ 13,700,019</b>	<b>\$ 13,082,187</b>	<b>100.0%</b>	<b>-4.5%</b>
<b>Excess(Deficit) of revenues over expenditures</b>	<b>\$ 899,165</b>	<b>\$ 125,885</b>	<b>\$ (1,172,737)</b>	<b>\$ 99,428</b>		
<b>Prior Period Adjustments</b>	<b>1,136,599</b>	<b>-</b>	<b>0</b>	<b>0</b>		
<b>Ending Balances</b>	<b>\$ 2,889,407</b>	<b>\$ 3,015,292</b>	<b>\$ 1,842,555</b>	<b>\$ 1,941,983</b>		



**CITY OF MIAMI SPRINGS**  
**Projected Changes in Fund Balance- Road and Transportation Fund**

The Road and Transportation fund is used to account for the receipts and disbursements of funds earmarked for transportation and road improvements. Funds are provided from the Local Option GasTax and the Peoples' Transportation Tax.

	FY03-04 Actual	FY04-05 Actual	FY05-06 Budget	FY06-07 Budget	% of Total	% Change from 2005-06
<b>Beginning Balance</b>	\$ 945,307	\$ 948,929	\$ 939,129	\$ 901,129		
<b>Revenues/Sources</b>						
Intergovernmental Revenues	788,125	547,481	\$877,818	571,958	100.0%	-34.8%
Miscellaneous	2,844	7,702	-	-	0.0%	0.0%
Interfund Transfers	-	-	-	-	0.0%	0.0%
<b>Total revenues/sources</b>	790,969	555,183	877,818	571,958	100.0%	-34.8%
<b>Expenditures/Uses</b>						
General Government	787,346	564,983	915,818	882,603	100.0%	-3.6%
<b>Total Expenditures/uses</b>	\$ 787,346	\$ 564,983	\$ 915,818	\$ 882,603	100.0%	-3.6%
Excess(Deficit) of revenues over expenditures	\$ 3,622	\$ (9,800)	\$ (38,000)	\$ (310,645)		
<b>Ending Balances</b>	<b>\$ 948,929</b>	<b>\$ 939,129</b>	<b>\$ 901,129</b>	<b>\$ 590,484</b>		

**CITY OF MIAMI SPRINGS**  
**Projected Changes in Fund Balance- Debt Service Fund**

The Debt Service Fund is used to account for the revenues and expenditures related to general government debt services..

	FY03-04 Actual	FY04-05 Actual	FY05-06 Budget	FY06-07 Budget	% of Total	% Change from 2005-06	
<b>Beginning Balance</b>	\$ 104,690	\$ 100,820	\$ 100,207	\$ 97,515			
<b>Revenues/Sources</b>							
Ad-Valorem Taxes	393,335	397,429	398,960	398,608	100%	-0.1%	2761715
<b>Total revenues/sources</b>	393,335	397,429	396,268	398,608	100%	0.6%	
<b>Expenditures/Uses</b>							
Principal Payments	190,000	200,000	210,000	220,000	55%	4.8%	
Interest Payments	205,118	196,293	186,860	176,808	44%	-5.4%	
Administrative Expenses	2,088	1,750	2,100	1,800	0%	0.0%	
<b>Total Expenditures/uses</b>	\$ 397,205	\$ 398,043	\$ 398,960	\$ 398,608	100%	-0.1%	
Excess(Deficit) of revenues over expenditures	\$ (3,870)	\$ (613)	\$ (2,692)	\$ -			
<b>Ending Balances</b>	<u>\$ 100,820</u>	<u>\$ 100,207</u>	<u>\$ 97,515</u>	<u>\$ 97,515</u>			

**CITY OF MIAMI SPRINGS**  
**Projected Changes in Fund Balance- Law Enforcement Trust Fund**

The Law Enforcement Trust Fund is used to account for the receipts of funds related to property seized from various federal and state agencies. These funds are restricted for law enforcement purposes only.

	FY03-04 Actual	FY04-05 Actual	FY05-06 Budget	FY06-07 Budget	% of Total	% Change from 2005-06
<b>Beginning Balance</b>	\$ 1,256,841	\$ 1,137,352	\$ 1,193,298	\$ 1,102,239		
<b>Revenues/Sources</b>						
Intergovernmental Revenues	-	-	-	-	0.0%	0.0%
Fines and Forfeitures	145,601	285,713	168,052	150,000	75.0%	-10.7%
Interest Income	21,259	28,585	25,000	50,000	25.0%	100.0%
Miscellaneous	-	-	-	-	0.0%	0.0%
<b>Total revenues/sources</b>	166,860	314,298	193,052	200,000	100.0%	3.6%
<b>Expenditures/Uses</b>						
Public Safety	286,349	258,352	284,111	137,281	100.0%	-51.7%
<b>Total Expenditures/uses</b>	\$ 286,349	\$ 258,352	\$ 284,111	\$ 137,281	100.0%	-51.7%
Excess(Deficit) of revenues over expenditures	\$ (119,489)	\$ 55,946	\$ (91,059)	\$ 62,719		
<b>Ending Balances</b>	<u>\$ 1,137,352</u>	<u>\$ 1,193,298</u>	<u>\$ 1,102,239</u>	<u>\$ 1,164,958</u>		

**CITY OF MIAMI SPRINGS**  
**Projected Changes in Fund Balance-Elderly Services**

The Senior Center Fund accounts for federal grant funding related to assistance for the elderly, as well as the City's matching contribution as required by the grant agreements.

	FY03-04 Actual	FY04-05 Actual	FY05-06 Budget	FY06-07 Budget	% of Total	% Change from 2005-06
<b>Beginning Balance</b>	\$ 29,360	\$ 25,784	\$ 25,784	\$ 25,784		
<b>Revenues/Sources</b>						
Intergovernmental Revenues	150,501	230,415	177,112	177,803	51.9%	0.4%
Interfund Transfers	129,996	128,646	160,497	164,776	48.1%	2.7%
<b>Total revenues/sources</b>	280,497	359,061	337,609	342,579	100.0%	1.5%
<b>Expenditures/Uses</b>						
Recreation and Social Services	284,073	292,535	337,609	342,579	100.0%	1.5%
<b>Total Expenditures/uses</b>	\$ 284,073	\$ 292,535	\$ 337,609	\$ 342,579	100.0%	1.5%
Excess(Deficit) of revenues over expenditures	\$ (3,577)	\$ 66,527	\$ -	\$ (0)		
<b>Ending Balances</b>	<u>\$ 25,783</u>	<u>\$ 92,311</u>	<u>\$ 25,784</u>	<u>\$ 25,784</u>		



**CITY OF MIAMI SPRINGS**  
**Projected Changes in Fund Balance-Golf Course Fund**

The Golf Course Fund accounts for all revenues and expenses related to the golf course operation.

	FY03-04 Actual	FY04-05 Actual	FY05-06 Budget	FY06-07 Budget	% of Total	% Change from 2005-06
<b>Beginning Balance</b>	\$ 22,014	\$ 31,963	\$ 110,986	\$ (0)		
<b>Revenues/Sources</b>						
Charges for Services	1,668,088	1,418,086	1,126,070	1,412,726	100.0%	25.5%
Interest Income	418	575	-	-	0.0%	0.0%
Proceeds from debt	-	-	150,000	-		
Interfund Transfers	475,000	953,699	291,678	-	0.0%	-100.0%
<b>Total revenues/sources</b>	<u>2,143,506</u>	<u>2,372,360</u>	<u>1,567,748</u>	<u>1,412,726</u>	<u>100.0%</u>	<u>-9.9%</u>
<b>Expenditures/Uses</b>						
Recreation and Social Services	2,133,558	2,293,338	1,678,734	1,389,719	100.0%	-17.2%
<b>Total Expenditures/uses</b>	<u>\$ 2,133,558</u>	<u>\$ 2,293,338</u>	<u>\$ 1,678,734</u>	<u>\$ 1,389,719</u>	<u>100.0%</u>	<u>-17.2%</u>
Excess(Deficit) of revenues over expenditures	\$ 9,949	\$ 79,023	\$ (110,986)	\$ 23,007		
<b>Ending Balances</b>	<u>\$ 31,963</u>	<u>\$ 110,986</u>	<u>\$ (0)</u>	<u>\$ 23,007</u>		

(23,007)

**CITY OF MIAMI SPRINGS**  
**Projected Changes in Net Assets-Water and Sewer Fund**

The Water and Sewer Fund accounts for the City's revenues and expenses of the water and sewer department.

	FY03-04 Actual	FY04-05 Actual	FY05-06 Budget	FY06-07 Budget	% of Total	% Change from 2005-06
<b>Beginning Net Assets</b>	\$ 856,144	\$ 714,623	\$ 709,693	\$ 709,693		
<b>Revenues/Sources</b>						
Charges for Services	4,897,538	4,957,104	6,496,270	6,630,000	100.0%	2.1%
Interfund transfers	-	450,000	230,000	-	0	-100.0%
Bond Proceeds	-	-	1,500,000	-	0.0%	100.0%
<b>Total revenues/sources</b>	4,897,538	5,407,104	8,226,270	6,630,000	100.0%	-19.4%
<b>Expenditures/Uses</b>						
Operating Expenses	5,039,059	5,412,035	8,226,270	6,541,116	100.0%	-20.5%
<b>Total Expenditures/uses</b>	\$5,039,059	\$ 5,412,035	\$ 8,226,270	\$ 6,541,116	100.0%	-20.5%
Excess(Deficit) of revenues over expenditures	\$ (141,521)	\$ (4,930)	\$ -	\$ 88,884		
<b>Ending Net Assets</b>	<u>\$ 714,623</u>	<u>\$ 709,693</u>	<u>\$ 709,693</u>	<u>\$ 798,577</u>		

**CITY OF MIAMI SPRINGS**  
**Projected Changes in Net Assets-Sanitation**

The Sanitation Fund accounts for the City's revenues and expenses of the sanitation department.

	FY03-04 Actual	FY04-05 Actual	FY05-06 Budget	FY06-07 Budget	% of Total	% Change from 2005-06
<b>Beginning Net Assets</b>	\$ 145,066	\$ 205,179	\$ 200,728	\$ 200,728		
<b>Revenues/Sources</b>						
Charges for Services	1,834,867	1,546,219	1,731,000	1,816,340	80.6%	4.9%
Interfund transfers	-	275,000	178,418	437,834		
Debt Proceeds	-	-	300,000	-	0.0%	100.0%
<b>Total revenues/sources</b>	1,834,867	1,821,219	2,209,418	2,254,174	100.0%	2.0%
<b>Expenditures/Uses</b>						
Operating Expenses	1,774,754	1,825,670	2,209,418	2,254,174	100.0%	2.0%
<b>Total Expenditures/uses</b>	\$ 1,774,754	\$ 1,825,670	\$ 2,209,418	\$ 2,254,174	100.0%	2.0%
Excess(Deficit) of revenues over expenditures	\$ 60,113	\$ (4,451)	\$ -	\$ 0		
<b>Ending Net Assets</b>	<u>\$ 205,179</u>	<u>\$ 200,728</u>	<u>\$ 200,728</u>	<u>\$ 200,728</u>		

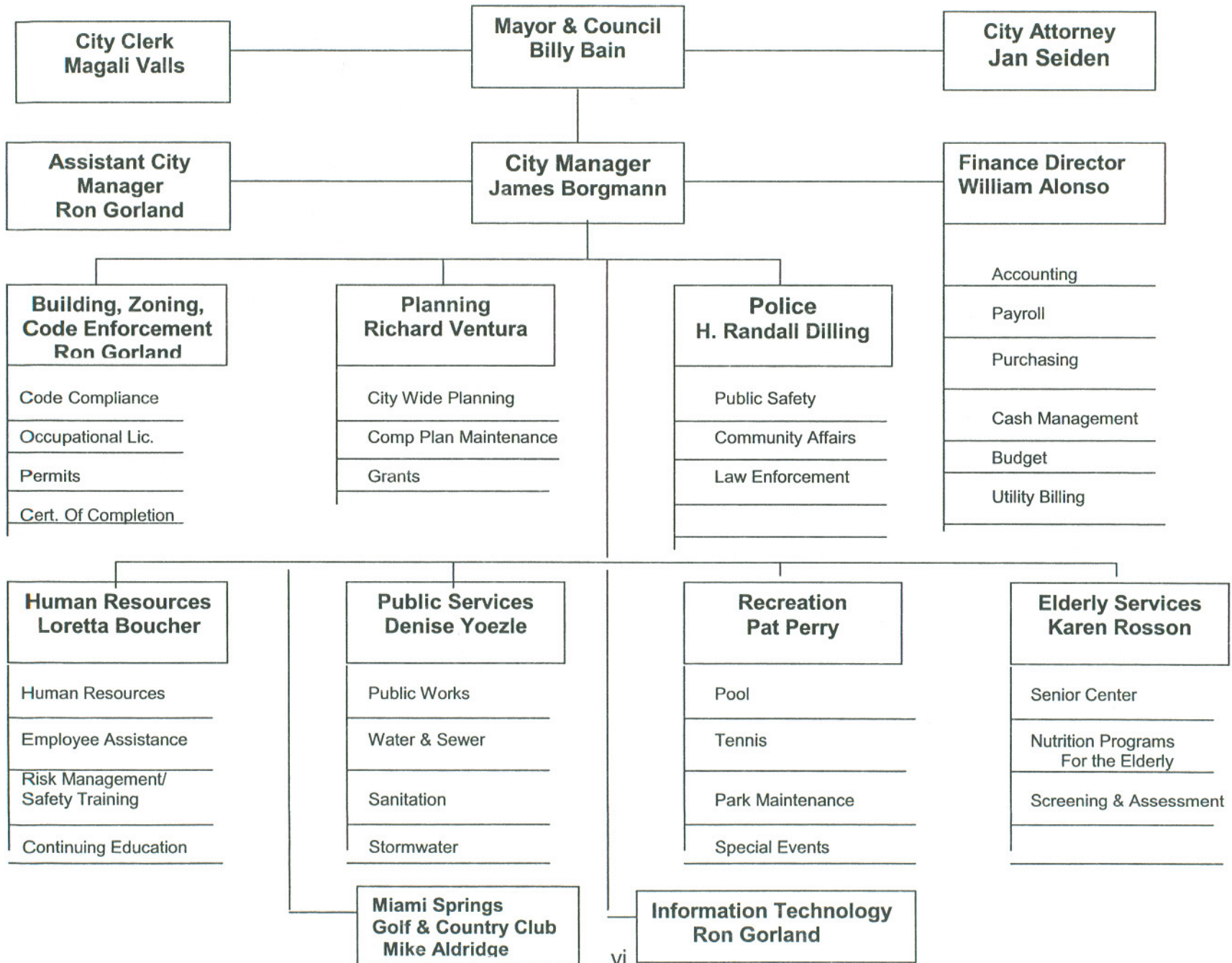
**CITY OF MIAMI SPRINGS**  
**Projected Changes in Net Assets-Stormwater**

The Stormwater Fund accounts for the City's revenues and expenses of the stormwater department.

	FY03-04 Actual	FY04-05 Actual	FY05-06 Budget	FY06-07 Budget	% of Total	% Change from 2005-06
<b>Beginning Net Assets</b>	\$ 2,347,264	\$ 2,438,785	\$ 2,493,249	\$ 2,493,249		
<b>Revenues/Sources</b>						
Charges for Services	325,926	312,959	283,500	325,000	100.0%	14.6%
Grant revenues	-	-	1,072,000	-	#DIV/0!	-100.0%
<b>Total revenues/sources</b>	325,926	312,959	1,355,500	325,000	100.0%	-76.0%
<b>Expenditures/Uses</b>						
Operating Expenses	234,406	258,494	1,355,500	422,019	100.0%	-68.9%
<b>Total Expenditures/uses</b>	\$ 234,406	\$ 258,494	\$ 1,355,500	\$ 422,019	100.0%	-68.9%
Excess(Deficit) of revenues over expenditures	\$ 91,521	\$ 54,465	\$ -	\$ (97,019)		
<b>Ending Net Assets</b>	<u>\$ 2,438,785</u>	<u>\$ 2,493,249</u>	<u>\$ 2,493,249</u>	<u>\$ 2,396,230</u>		



# CITY OF MIA SPRINGS ORGANIZATIONAL CHART



**CITY OF MIAMI SPRINGS**  
**PERSONNEL COMPARISON BY DEPARTMENT**

	FY 2004-05 →		FY 2005-06 →		FY 2006-07 →		Increase(decrease) from FY 2005-06	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Office of the City Manager	3.00		3.00		3.00		-	-
Office of the City Clerk	2.00		2.00		2.00		-	-
Human Resource Department	2.00		2.00		2.00		-	-
Finance & Budget Department	9.50	1.00	9.50	1.00	8.50	1.00	(1.00)	-
IT Department	1.50	-	1.50	-	1.50	1.00	-	1.00
Planning Department	1.00	1.00	1.00	1.00	1.00	1.00	-	-
Police Department	55.00	10.00	55.00	10.00	55.00	10.00	-	-
Building ,Zoning & Code Enforce	5.00	1.00	5.00	1.00	6.00	5.00	1.00	4.00
Public Works - Administration	6.00	-	6.00	-	6.50	-	0.50	-
Public Works - Streets	2.00	1.00	3.25	-	2.00	-	(1.25)	-
Public Works - Properties	13.00	5.00	13.00	5.00	13.00	5.00	-	-
Public Works - Building Maintenance	1.00	-	1.00	-	2.00	-	1.00	-
Public Works - Fleet Maintenance	4.00	-	-	-	-	-	-	-
Recreation	4.00	40.00	4.00	40.00	4.00	40.00	-	-
Aquatics	1.00	25.00	1.00	25.00	1.00	25.00	-	-
Tennis	0.50	2.00	0.50	2.00	1.00	2.00	0.50	-
Park Maintenance	2.50	-	1.50	-	2.00	2.00	0.50	2.00
Golf Course-Pro Shop	-	-	-	-	1.00	19.00	1.00	19.00
Golf Course-Maintenance	-	-	-	-	9.00	4.00	9.00	4.00
Senior Center	1.00	7.00	1.00	7.00	1.00	7.00	-	-
Water Fund	7.50	1.00	7.50	1.00	7.50	1.00	-	-
Sewer Fund	6.50	-	6.25	-	5.00	-	(1.25)	-
Sanitation Fund	13.00	-	13.00	-	13.00	-	-	-
Stormwater Fund	2.00	-	2.00	-	2.00	-	-	-
<b>TOTAL PERSONNEL</b>	<b>143.00</b>	<b>94.00</b>	<b>139.00</b>	<b>93.00</b>	<b>149.00</b>	<b>123.00</b>	<b>10.00</b>	<b>30.00</b>

**City of Miami Springs**  
**Transfer From and Transfer To Schedule**

<b>Fund</b>	<b>Transfer From</b>	<b>Transfer To</b>
General Fund	612,610	425,000
Elderly Services	-	164,776
Grants Fund		10,000
Water Fund*	78,000	-
Sewer Fund*	232,000	-
Sanitation Fund*	97,000	437,834
Stormwater Fund*	18,000	-
	\$ 1,037,610	\$ 1,037,610

\* Administrative charges paid to the General Fund



# **City Council**

## **Mission Statement**

**The mission of the City Council is to provide leadership and direction for the City, to assure the present and future fiscal integrity of the municipal government, to represent the short and long-term interests of the City, and to promote quick, courteous responses to residents' concerns.**

## **City Council**

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The City Council of the City of Miami Springs is comprised of an elected Mayor and four elected Council members. These individuals serve in the capacity of elected officials for the voters of the City and act as the legislative body of the municipality. Terms are for two years and members may serve for four consecutive terms.

The body is elected to lead, direct and provide policy for the administration. Additionally, the body is responsible to establish laws, regulations, set millage rates, adopt budgets, appropriate funds and other legislative matters. To ensure continuity, the Council appoints citizens to serve as advisors to permanent boards, two retirement systems and various ad hoc advisory committees.

Regular council meetings are held the second and fourth Mondays of each month - excluding July. Special sessions are also held in August to discuss budget and other matters of critical importance.

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### **Goals**

Represent the citizens of Miami Springs in an effective and efficient manner through policy making that meets and anticipates the needs of the City.

Enhance community spirit and promote community involvement through use of City boards and committees.

### **Objectives**

Meet regularly to discuss and decide current issues within the City and allow citizens a forum to participate in the policies affecting their City

Support all City boards and committees and ensure that all vacant posts are filled.

### **2005-2006 Accomplishments**

Council established District Boundary Regulations to implement and effectuate the new Airport Marine Highway Business District (AMHBD) established in the City Comprehensive Land Use Plan of 1998.

Acting as the Local Planning Agency, Council reviewed and adopted the proposed Evaluation and Appraisal Report (EAR) for the City of Miami Springs Comprehensive Plan in accordance with the requirements of state law.

Changed the operating model for the Golf Course and created a City Department of Golf

Continued to explore the possibility of turning the Water and Sewer systems over to Miami-Dade County

## **City Council**

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### **2005-2006 Accomplishments**

At the recommendation of the Administration, Council adopted the National Incident Management System (NIMS) that will be utilized by the City as its system for preparing for and responding to disaster incidents.

Council adopted legislation to permit an additional Senior Citizen Homestead Exemption of \$25,000 for qualified persons 65 years or older.

Authorized the Administration to develop a Recreation Master Plan and continue to pursue funding sources for the design and construction of a new gymnasium/hurricane shelter.

### **FY 2005-06 Budget Highlights**

- Budget request is 21.6% higher than FY2005-06 mainly due to the following:
  - The Travel and per Diem was increased to cover attendance of the Mayor and the four Council members to all Miami-Dade County League of Cities meetings, Dade Days in Tallahassee and the Florida League of Cities Annual Conference in August and the Legislative Session.
  - The Machinery and Equipment of \$10,000 is for digitizing equipment to digitize council agendas and other information. The \$3,500 in contractual services is also related to the digitizing of documentation.

CITY OF MIAMI SPRINGS  
CITY COUNCIL BUDGET  
FISCAL YEAR ENDING 9/30/07

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2003-04 ACTUALS</u>	<u>FY2004-05 ACTUALS</u>	<u>FY2005-06 AMENDED BUDGET</u>	<u>YTD ACTUALS As of 6/30/06</u>	<u>YTD FY2005-06 PROJECTED</u>	<u>Manager's Budget Request</u>
<b>MAYOR &amp; COUNCIL</b>							
001-0101-511.11-00	EXECUTIVE SALARIES	31,800	31,800	31,800	23,850	31,800	31,800
001-0101-511.21-00	FICA TAXES	2,433	2,433	2,433	1,825	2,433	2,433
001-0101-511.24-00	WORKER'S COMPENSATION	284	286	237	16	21	217
001-0101-511.34-00	CONTRACTUAL SERVICES	-	-	-	-	-	3,500
001-0101-511.40-00	TRAVEL AND PER DIEM	2,899	5,022	9,275	2,165	2,887	11,465
001-0101-511.47-00	PRINTING AND BINDING	-	-	1,090	500	667	1,150
001-0101-511.51-00	OFFICE SUPPLIES	-	-	1,000	6	8	1,000
001-0101-511.52-09	OPERATING SUPPLIES	-	699	-	-	-	-
001-0101-511.54-00	DUES, MEMBERSHIPS, SUBS	2,815	2,855	3,200	3,099	3,200	3,200
001-0101-511.45-30	LIABILITY INSURANCE	5,260	-	-	-	-	-
001-0101-511.59-00	MISCELLANEOUS EXPENSES	-	-	1,120	38	51	1,450
001-0101-511.64-00	MACHINERY AND EQUIPMENT	-	-	4,300	139	4,300	10,000
<b>** MAYOR &amp; COUNCIL</b>		<b>45,491</b>	<b>43,095</b>	<b>54,455</b>	<b>31,638</b>	<b>45,367</b>	<b>66,215</b>



Prepared: 4/06, 9:03:08  
Program: GM217L

City of Miami Springs  
Budget Level Report

Page 4

Fiscal Year . . : 2006  
Budget Level . . : BUDG  
Description . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Text	Misc. Info
1-0101-511-11-00	EXECUTIVE SALARIES	31,800.00	00100 MAYOR AND COUNCIL MONTHLY PAYMENTS	
1-0101-511-21-00	FICA TAXES	2,433.00		
1-0101-511-24-00	WORKER'S COMPENSATION	217.00		
1-0101-511-34-00	CONTRACTUAL SERVICES	3,500.00	00100 SCANNING AND PREPARATION OF COUNCIL PACKETS	
1-0101-511-40-00	TRAVEL AND PER DIEM	11,465.00	00100 DADE LEAGUE DINNERS (12 DINNERS@ \$35. X 5 MEMBERS) 00200 DADE DAYS IN TALLAHASSEE (\$700. X 5) 00300 FLORIDA LEAGUE ANNUAL CONFERENCE (\$450 X 5 MEMBERS) 00400 CONFERENCE HOTEL (\$146 PER NIGHT X 3 X 5 MEMBERS) 00500 FLORIDA LEAGUE LEGISLATIVE CONFERENCE (\$285. X 5)	
1-0101-511-47-00	PRINTING AND BINDING	1,150.00	00100 BUSINESS CARDS (10X\$25.00)MAYOR/COUNCIL VICE MAYOR 00200 PROCLAMATION FORMS/FOLDERS/FRAMES 00300 ENGRAVED PLAQUES (12 X \$55.)	
1-0101-511-51-00	OFFICE SUPPLIES	1,000.00	00100 PENCILS, COLORED PAPER FOR COVERS AND DIVIDERS 00200 AGENDA PACKET FASTENERS 00300 ENVELOPES AND LABELS FOR COUNCIL MAIL	
1-0101-511-54-00	DUES, MEMBERSHIPS, SUBS	3,200.00	00100 FLORIDA LEAGUE OF CITIES MEMBERSHIP DUES 00200 MIAMI-DADE COUNTY LEAGUE 00300 GUIDE TO SUNSHINE LAW & MISC. SUBS	
1-0101-511-59-00	MISCELLANEOUS EXPENSES	1,450.00	00100 CHRISTMAS CARDS 00200 COUNCIL PHOTOGRAPHS 00300 FLOWERS (5 @ 460.00) 00400 COUNCIL SHIRTS WITH LOGO (10@\$25.00)	
1-0101-511-64-00	MACHINERY AND EQUIPMENT	10,000.00	00100 DIGITAL RECORDING SYSTEM AND SOFTWARE	

# **City Clerk**

## **Mission Statement**

**The mission of the City Clerk's office is to serve the City Council, City Departments and all the citizens of Miami Springs by providing accurate and unbiased records of all municipal proceedings in a courteous and expeditious manner, providing the means for citizens to participate in local government.**

## **City Clerk**

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The Office of the City Clerk is responsible for officially maintaining all records and minutes of the City.

The Office of the City Clerk is responsible for conducting all City elections (F.S.S.106 and City Charter 8.02(1) and for preserving all permanent records, ordinances, resolutions proclamations, minutes, contracts, historical documents and other official records in compliance with F.S.S. chapter 119 and Charter 8.02 (4).

The City Clerk serves as Records Management Liaison Officer (RMLO) to all City departments as needed. With the Mayor and City Manager, the Clerk attests to all official City documents and records the appropriate document with the Clerk of the Court (Charter 8.02).

The City Clerk's office attends, records and transcribes minutes of all City Council meetings, in a timely fashion, as well as a summary of actions for proper follow-up by all departments. The City Clerk also provides notary, information and referral services to the general public to enhance community relations.

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## **Goals**

Provide for and ensure the accurate and unbiased compilation and maintenance of the legislative history of the official actions and documents of the City of Miami Springs.

To serve as a principal contact for citizen inquires and inform the residents of the actions of the City using the most current means and methods.

## **Objectives**

Compile and distribute all agenda documents for the City Council meetings, special meetings, and advisory boards and transcribe accurate minutes of all proceedings

Publish all legal notices for public hearings in accordance with state law



## **City Clerk**

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### **2005-06 Accomplishments**

The City Clerk's Office organized files and prepared Election Packets for the upcoming April 7, 2007 Municipal Election.

Researched records and provided extensive information to the City Administration, Department Heads and City Attorney and processed more than one hundred Public Information Requests from citizens and government entities.

Provided information to inform residents of new legislation passed by the Council by posting the advisory board minutes, ordinances, and Council agendas, minutes, and summary actions on the City's web page.

Supported the City Manager's office in the preparation of the agenda packets for City Council Regular, Special and Workshop meetings.

Provided secretarial assistant to the Mayor and Council members, including the preparation of a calendar of events to keep them informed of all meetings, invitations and events.

Coordinated secretarial help and support for all advisory boards, including attendance records and the scheduling of appointments for board members.

Prepared a manual for advisory board secretaries and held a workshop on transcribing and preparing minutes of the meetings.

Compiled information for the monthly News Bulletin to keep residents informed of public meetings, recreational and social activities, code compliance regulations and public safety.

### **FY 2005-06 Budget Highlights**

- FY2005-06 budget reflects a 25.7% increase over FY2005-06, this increase is due to the following:
- Increase of \$30,000 in other contractual services due to the elections of the City in April 2007 as well as special elections for a charter amendment.
- Salaries include a 3.7% cost of living (COLA) increase for all general employees
- Based on the actuarial reports, the City's pension contribution for FY 06-07 increased to 6% of covered compared to 3.81% in FY 05-06.
- Health insurance costs are projected to increase by 14%.
- Workmen's compensation and liability insurances have increased by 30% and 21%, respectively.



**CITY OF MIAMI SPRINGS  
CITY CLERK BUDGET  
FISCAL YEAR ENDING 9/30/07**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2003-04 ACTUALS</u>	<u>FY2004-05 ACTUALS</u>	<u>FY2005-06 AMENDED BUDGET</u>	<u>YTD ACTUALS AS OF 6/30/06</u>	<u>YTD FY2005-06 PROJECTED</u>	<u>Manager's Budget Request</u>
<b>CITY CLERK</b>							
001-0301-513.12-00	REGULAR SALARIES	113,825	120,527	127,176	98,147	130,863	143,376
001-0301-513.14-00	OVERTIME	1,688	1,392	1,700	915	1,220	1,700
001-0301-513.21-00	FEDERAL PAYROLL TAXES	8,515	9,124	9,859	7,486	10,011	10,245
001-0301-513.22-01	GENERAL	1,568	2,950	4,845	3,634	4,845	8,603
001-0301-513.23-00	MEDICAL INSURANCE	91	(439)	-	-	-	-
001-0301-513.23-01	POS, EMPLOYEE ONLY	4,086	3,286	3,750	2,360	3,147	4,000
001-0301-513.23-07	LIFE/AD&D	583	608	725	488	651	826
001-0301-513.23-08	DENTAL - OHS - EMPLOYEE	126	128	120	90	120	127
001-0301-513.23-09	VSP - VISION - EMPLOYEE	50	52	55	37	49	50
001-0301-513.23-11	DENTAL - OHS - FAMILY	202	204	200	156	208	210
001-0301-513.23-12	VSP - VISION - FAMILY	88	91	83	70	93	98
001-0301-513.23-18	POS - EMP + CHILDREN	3,472	4,430	3,823	3,364	4,485	4,974
	<b>Total Medical Insurance</b>	<u>8,698</u>	<u>8,360</u>	<u>8,756</u>	<u>6,565</u>	<u>8,753</u>	<u>10,285</u>
001-0301-513.24-00	WORKER'S COMPENSATION	1,000	1,512	1,397	1,325	1,767	880
001-0301-513.34-00	OTHER CONTRACTUAL SERVICE	5,836	22,183	10,000	5,001	6,668	40,000
001-0301-513.40-00	TRAVEL AND PER DIEM	380	675	750	742	989	1,000
001-0301-513.41-01	TELEPHONE	4,359	1,264	1,584	878	1,171	1,158
001-0301-513.41-03	POSTAGE	-	985	854	769	1,025	1,347
001-0301-513.41-06	INTERNET ACCESS	-	836	851	453	604	781
001-0301-513.45-30	RISK MANAGEMENT	2,329	2,616	3,194	2,394	3,192	3,571
001-0301-513.46-00	REPAIRS AND MAINTENANCE	1,320	961	2,795	1,240	1,653	1,290
001-0301-513.47-00	PRINTING AND BINDING	4,235	3,681	4,800	3,028	4,037	4,800
001-0301-513.48-02	ADVERTISING	14,244	21,223	17,000	10,571	16,500	17,000
001-0301-513.51-00	OFFICE SUPPLIES	-	1,449	2,000	1,187	1,583	2,000
001-0301-513.52-00	OPERATING SUPPLIES	4,553	5,699	4,500	1,921	3,179	4,850
001-0301-513.54-00	DUES, MEMBERSHIPS, SUBS	1,177	1,158	1,665	677	903	1,495
001-0301-513.54-10	VEH REGISTRATION & TAG	-	465	800	613	817	800
001-0301-513.58-00	EDUCATION AND TRAINING	180	304	1,000	201	268	1,000
001-0301-513.64-00	MACHINERY AND EQUIPMENT	2,811	1,354	-	-	-	2,200
<b>** CITY CLERK</b>		<u><b>176,718</b></u>	<u><b>208,718</b></u>	<u><b>205,526</b></u>	<u><b>147,747</b></u>	<u><b>200,049</b></u>	<u><b>258,381</b></u>

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Program: Gm217L

City of Miami Springs  
Budget Level Report

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Fiscal Year . . : 2006  
Budget Level . . : BUDG  
Description . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Text	Misc. Info
1-0301-513-12-00	REGULAR SALARIES	143,376.00		
1-0301-513-14-00	OVERTIME	1,700.00		
1-0301-513-21-00	FEDERAL PAYROLL TAXES	10,245.00		
1-0301-513-22-01	GENERAL	8,603.00		
1-0301-513-23-01	POS, EMPLOYEE ONLY	4,000.00		
1-0301-513-23-07	LIFE/AD&D	826.00		
1-0301-513-23-08	DENTAL - OHS - EMPLOYEE	127.00		
1-0301-513-23-09	VSP - VISION - EMPLOYEE	50.00		
1-0301-513-23-11	DENTAL - OHS - FAMILY	210.00		
1-0301-513-23-12	VSP - VISION - FAMILY	98.00		
1-0301-513-23-18	POS - EMP + CHILDREN	4,974.00		
1-0301-513-24-00	WORKER'S COMPENSATION	880.00		
1-0301-513-34-00	OTHER CONTRACTUAL SERVICE	40,000.00	00100 APRIL ELECTION AND RUN-OFF, INCLUDING EARLY VOTING 00200 SPECIAL ELECTION INCLUDING EARLY VOTING	
1-0301-513-40-00	TRAVEL AND PER DIEM	1,000.00	00100 FACC/IIMC SEMINAR OR MMC ACADEMY (AIR/MEALS/HOTEL)	
1-0301-513-41-01	TELEPHONE	1,158.00		
1-0301-513-41-03	POSTAGE	1,347.00		
1-0301-513-41-06	INTERNET ACCESS	781.00		
1-0301-513-45-30	RISK MANAGEMENT	3,571.00		
1-0301-513-46-00	REPAIRS AND MAINTENANCE	1,290.00	00100 READER/PRINTER MINOLTA RP505 SERVICE 3 HR. X \$175 00200 SOUND SYSTEM MAINTENANCE 9 HRS. @ \$85.00	
1-0301-513-47-00	PRINTING AND BINDING	4,800.00	00100 BINDING OF RESOLUTIONS/ORDINANCES/MINUTES(5 X \$50. 00200 CODE SUPPLEMENTS (3 X \$1500.) 00300 BUSINESS CARDS (CLERK & DEPUTY)	
1-0301-513-48-02	ADVERTISING	17,000.00	00100 MIAMI DAILY BUSINESS REVIEW 00200 THE MIAMI HERALD 00300 RIVER CITIES GAZETTE	
1-0301-513-51-00	OFFICE SUPPLIES	2,000.00	00100 MISCELLANEOUS SUPPLIES (BINDERS, PENS, CLIPS, LABELS)	
1-0301-513-52-00	OPERATING SUPPLIES	4,850.00	00100 CASSETTE TAPES OR CD'S 00200 VIDEO TAPES 00300 PRINTER CARTRIDGES FOR LASER PRINTERS/FAX 00400 CODE BOOKS 00500 NAME PLATES 00600 RECORDING OF DOCUMENTS WITH THE COUNTY 00700 SUPPLY CABINET FOR EQUIPMENT IN COUNCIL CHAMBERS	
1-0301-513-54-00	DUES, MEMBERSHIPS, SUBS	1,495.00	00100 MIAMI-DADE COUNTY CODE SUPPLEMENTS 00200 FLORIDA STATUTE SUPPLEMENTS 00300 FLORIDA MUNICIPAL LAWS 00400 DUES FOR PROFESSIONAL ASSOCIATIONS - CLERK AND DEP 00500 ANNUAL FEE TO HAVE CODE ON INTERNET 00600 NOTARY PUBLIC COMMISSION	
1-0301-513-54-10	VEH REGISTRATION & TAG	800.00	00100 PUBLIC WORKS AND POLICE VEHICLE TAGS AND REGISTRAT	

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Program: GNL17L

City of Miami Springs  
Budget Level Report

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Fiscal Year . . : 2006  
Budget Level . . : BUDG  
Description . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Text	Misc. Info
1-0301-513-58-00	EDUCATION AND TRAINING	1,000.00	00100 FACC OR IIMC CONFERENCE 00200 TRAINING	
1-0301-513-64-00	MACHINERY AND EQUIPMENT	2,200.00	00100 NEW PC FOR CITY CLERK	

# **City Manager**

## **Mission Statement**

**In order to assure the Quality of Life the residents of Miami Springs have historically enjoyed, the Mission of the Office of the City Manager is to protect that quality and manage change through the following:**

**To provide the most effective means of implementing the policies of the City Council and delivering personalized services to the residents of Miami Springs, all within a budget that emphasizes fiscal constraint; to direct and oversee the activities of the various department directors to assure the activities of their staff reflect this vision; and to foster an atmosphere that inspires creative solutions to the various issues we face daily.**



## **City Manager**

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The authority of this office is established and governed by Article IV of the Charter. The City Manager is deemed the Chief Administrative Officer of the City and, as such, is responsible for implementing the policies and directives of the will of the majority of the City Council. This involves daily contact with the heads of the various city departments, to assure their follow through on such implementation.

Responsibilities of this Office include but are not limited to: assuring adherence to all rules, regulations and policies; preparation and submission of an annual operating budgets to support the activities of the various departments; ensure the fiscal health of the City; and to monitor all major activities such as outside contracts, administrative positions, major capital projects, and the directives of the majority vote of the Mayor and City Council.

The City Manager serves on several boards, and attends meetings of advisory boards when required. The Manager is also required to attend meetings on behalf of the City from time to time outside the City to protect and promote the City's interests.

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## **Goals**

Provide effective and professional administration of polices and programs established by the City Council.

Provide leadership in the daily administration of the City government and assure fair, friendly and consistent treatment to all employees, residents and other customers of the City.

To achieve as a minimum, a "break-even" scenario for the golf course.

To develop a plan for the future success of our downtown business districts through constant review of our district boundary regulations and communication with the various Chambers of Commerce and the Beacon Council.

To conclude the annexation efforts of the City.

To continue to pursue the creation of new recreation facilities to replace those aging facilities that have outlived their useful life.

## **Objectives**

Review all agenda items submitted by the departments for Council approval.

Research issues and provide additional information to Council to assure policies and directives are based on the best and most accurate information available.

## **City Manager**

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### **Objectives**

Consult with the City Attorney on a regular basis to insure that proposed courses of action are within the law.

Provide timely response to questions and concerns of residents.

Re-establish a program that will track our progress in responding to reasonable requests for services or information.

Hire individuals who understand the importance of working cooperatively and effectively with the residents.

Consider minimal rate increases in revenue producing activities such as the driving range, cart rentals, greens fees, aquatic center admissions, tennis center admissions, etc.

Review all current policies, procedures and memberships to guarantee that all revenues are collected and recorded appropriately.

Take a more pro-active role with the Chamber of Commerce and the Beacon Council to market our commercial district on NW 36<sup>th</sup> Street.

Meet with business and property owners of our commercial districts to listen to their concerns and identify those areas where the City can be of assistance.

Review all past marketing and revitalization studies to glean the information common to each as they relate to the formulation of solutions.

Explore and recommend changes to the City's Comprehensive Plan that protect our residential character while at the same time allowing for managed growth in our commercial areas.

Upon a final determination by the County as to which lands will be given to which municipalities, our objective is to provide the Council with a complete and comprehensive review of every factor related to the area "given" to Miami Springs to assure that the final decision of the Council is based on the best data available.

Finalize a comprehensive plan for our recreation facilities that will best achieve a maximization of personnel and minimize the duplication of functions.

Consider a reorganization of the recreation department that will allow for new programming in these new facilities and the possibility of the inclusion of a new tennis facility to be part of the golf course operations.

Examine the operational issues that will be associated with the use of recreation facilities as disaster shelters.



**2005-06 Accomplishments**

1. **Presented Three Workshop Meetings** for new City Council regarding:
  - a. Annexation
  - b. Goal Setting and Priorities
  - c. Water and Sewer Operations
2. **Developed, recommended and successfully implemented a “Plan C” management model for the Food and Beverage at the Country Club** that included construction of new addition that will service residents and golfers.
3. **Began the Process to Develop a New Recreation Complex**
  - a. Developed basic physical layout of a new complex.
  - b. Assisted in Passage of County-wide Bond Program that resulted in \$1.52 million funding for this project.
  - c. Prepared documentation for additional funding from Congress.
4. **Continued to focus on Grants**, resulting in funding for:
  - a. Continuation of Canal Street Beautification
  - b. Stormwater funding from South Florida Water Management District
5. **Developed a plan for the establishment of reserve funds.**
6. **Established an Information Technologies (IT) Department.**
7. **Reorganized the Building Department, with a focus on Customer Service.**
8. **Presented City’s List of Financial Needs and prepared required support documents to the Miami-Dade County Legislative Delegation.**
9. **Hosted two Classic Car Shows on the Circle to focus attention on the Downtown businesses.**
10. **Proposed a Reduction in the Ad Valorem Millage Rate of 0.25 mils (from 8.15 down to 7.90 mils).**
11. **Implemented the Policy of “Budget Ownership” for department directors**, a philosophy driven by authority, accountability and responsibility.

**FY 2006-07 Budget Highlights**

- The FY 2006-07 budget reports an 5.6% increase from FY2005-06, mainly due to the following:
- Salaries include a 3.7% cost of living (COLA) increase for all general employees
- Based on the actuarial reports, the City's pension contribution for FY 06-07 will increase to 6% of covered compared to 3.81% in FY 05-06.
- Health insurance costs are projected to increase by 14%.
- Workmen's compensation and liability insurances have increased by 30% and 21%, respectively.



**CITY OF MIAMI SPRINGS  
CITY MANAGER BUDGET  
FISCAL YEAR ENDING 9/30/07**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2003-04 ACTUALS</u>	<u>FY2004-05 ACTUALS</u>	<u>FY2005-06 AMENDED BUDGET</u>	<u>YTD ACTUALS AS OF 6/30/06</u>	<u>YTD FY2005-06 PROJECTED</u>	<u>Manager's Budget Request</u>
<b>CITY MANAGER</b>							
001-0201-512.12-00	REGULAR SALARIES	202,303	260,012	271,434	207,734	276,979	288,499
001-0201-512.14-00	OVERTIME	69	106	-	1,731	2,308	2,400
001-0201-512.21-00	FICA TAXES	15,758	18,703	20,765	14,046	21,189	20,777
001-0201-512.22-01	GENERAL EMPLOYEES RET SYS	673	1,239	1,963	1,474	1,965	3,232
001-0201-512.22-04	401A ICMA RETIREMENT TRST	29,389	33,724	32,988	25,573	34,097	35,194
001-0201-512.23-00	MEDICAL INSURANCE	(239)	(692)	-	-	-	-
001-0201-512.23-03	POS, FAMILY	2,661	5,811	4,815	4,577	6,103	6,800
001-0201-512.23-04	HMO, EMPLOYEE ONLY	3,214	3,286	3,500	2,359	3,145	3,800
001-0201-512.23-07	LIFE/AD&D	959	1,304	1,563	1,037	1,383	1,662
001-0201-512.23-08	DENTAL-ORAL HEALTH SVCS	235	255	243	180	240	251
001-0201-512.23-09	VSP-VISION SERVICE PLAN	54	52	55	37	49	50
001-0201-512.23-11	DENTAL - OHS - FAMILY	76	204	200	156	208	210
001-0201-512.23-12	VSP - VISION - FAMILY	104	182	171	141	188	195
001-0201-512.23-18	POS - EMP + CHILDREN	3,170	4,430	4,947	3,364	4,485	5,597
	<b>Total Medical Insurance</b>	<u>10,234</u>	<u>14,832</u>	<u>15,494</u>	<u>11,851</u>	<u>15,801</u>	<u>18,565</u>
001-0201-512.24-00	WORKER'S COMPENSATION	1,996	1,967	1,820	1,491	1,988	1,853
001-0201-512.31-00	PROFESSIONAL SERVICES	1,560	-	-	-	-	-
001-0201-512.40-00	TRAVEL AND PER DIEM	7,253	18,944	14,200	7,460	9,947	10,000
001-0201-512.41-01	TELEPHONE	7,943	2,159	2,625	1,409	1,879	2,051
001-0201-512.41-02	CELLULAR TELEPHONE	-	1,042	1,305	611	815	1,140
001-0201-512.41-03	POSTAGE	-	176	149	137	183	233
001-0201-512.41-06	INTERNET ACCESS	-	837	851	453	604	781
001-0201-512.45-30	LIABILITY INSURANCES	4,657	5,220	6,445	4,833	6,444	7,522
001-0201-512.51-00	OFFICE SUPPLIES	-	1,480	1,200	937	1,249	1,250
001-0201-512.52-00	OPERATING SUPPLIES	4,441	1,152	1,500	221	295	300
001-0201-512.54-00	DUES, MEMBERSHIPS, SUBS	518	565	800	567	756	900
001-0201-512.58-00	EDUCATION AND TRAINING	148	-	500	175	233	500
<b>** CITY MANAGER</b>		<u>285,382</u>	<u>362,158</u>	<u>374,039</u>	<u>280,703</u>	<u>376,732</u>	<u>395,197</u>

Budget highlights: -

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Program: GM217L

City of Miami Springs  
Budget Level Report

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Fiscal Year . . : 2006  
Budget Level . . : BUDG  
Description . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	*-----	Misc. Info	-----*
			Text		
1-0201-512-12-00	REGULAR SALARIES	288,499.00	00100	CITY MANAGER	
			00200	ASST CITY MANAGER	
			00300	ADMINISTRATIVE ASSISTANT	
1-0201-512-14-00	OVERTIME	2,400.00			
1-0201-512-21-00	FICA TAXES	20,777.00			
1-0201-512-22-01	GENERAL EMPLOYEES RET SYS	3,232.00			
1-0201-512-22-04	401A ICMA RETIREMENT TRST	35,194.00			
1-0201-512-23-03	POS, FAMILY	6,800.00			
1-0201-512-23-04	HMO, EMPLOYEE ONLY	3,800.00			
1-0201-512-23-07	LIFE/AD&D	1,662.00			
1-0201-512-23-08	DENTAL-ORAL HEALTH SVCS	251.00			
1-0201-512-23-09	VSP-VISION SERVICE PLAN	50.00			
1-0201-512-23-11	DENTAL - OHS - FAMILY	210.00			
1-0201-512-23-12	VSP - VISION - FAMILY	195.00			
1-0201-512-23-18	POS - EMP + CHILDREN	5,597.00			
1-0201-512-24-00	WORKER'S COMPENSATION	1,853.00			
1-0201-512-40-00	TRAVEL AND PER DIEM	10,000.00	00100	CAR ALLOWANSE CITY MANAGER AND ASST CITY MANAGER	
1-0201-512-41-01	TELEPHONE	2,051.00	00100	STATE OF FLORIDA AND SPRINT	
1-0201-512-41-02	CELLULAR TELEPHONE	1,140.00	00100	NEXTEL-CITY MANAGER AND ASST CITY MANAGER	
1-0201-512-41-03	POSTAGE	233.00	00100	PITNEY BOWES	
1-0201-512-41-06	INTERNET ACCESS	781.00	00100	BELLSOUTH PRO CABS-INTERNET	
1-0201-512-45-30	LIABILITY INSURANCES	7,522.00			
1-0201-512-51-00	OFFICE SUPPLIES	1,250.00	00100	OFFICE DEPOT	
1-0201-512-52-00	OPERATING SUPPLIES	300.00	00100	MISC EQUIPMENT PARTS-CELLPHONE, ETC	
1-0201-512-54-00	DUES, MEMBERSHIPS, SUBS	900.00	00100	QUINLAN, AMERICAN SOCIETY OF COMPOSERS, CITY	
			00200	MANAGERS ASSOCIATION, ETC	
1-0201-512-58-00	EDUCATION AND TRAINING	500.00	00100	SEMINARS, HTE GROUPS, ATTENDED BY CITY MANAGER	
			00200	AND ADMINISTRATIVE ASSISTANT	

# **Human Resources**

## **Mission Statement**

**The mission of the Human Resources Department is to provide an organizational framework to recruit, select, and develop qualified employees while fostering an environment that optimizes productivity, efficiency, and effectiveness. Central to the mission of this department is the responsibility to provide the highest standard of excellence in the administration of a comprehensive personnel program.**



## **Human Resources**

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Human Resources administer a comprehensive personnel program that includes: recruitment, selection, wage and salary administration, employee relations and staff development training programs for City employees. The department advises and counsels City employees on personnel matters. Department staff is responsible for general personnel administration, staff and program development, and collective bargaining with the union and the administration of the Civil Service System. The department is also responsible for Risk Management and Worker's Compensation insurance claims for all City departments.

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### **Goals**

Continue to develop and maintain effective, positive employee relations

### **Objectives**

Continue to standardize human resources management practices in the areas of hiring, retention, employee development, benefits, testing, and compliance with federal, state, and local regulations.

Expand the City's outreach efforts to reach a diverse group of competent workers when recruiting for city vacancies.

The development, communication, and implementation of policies, discipline, administration, maintenance of records, and all other human resource functions, as well as providing in-house training programs.

### **2005-06 Accomplishments**

Continued to provide assistance and guidance to the departments in all phases of human resources.

Actively participated in the creation of the new Golf Department by processing all applicants/employees for the new positions in a record time. This process includes, but is not limited to, background checks, drug screening, processing of applications, new employee packages and files, and computer input to ensure a smooth transition at the Golf Department. This was done by the two persons who comprise the H.R. Department.

Continued to update all city property records and related insurance coverage to ensure that all city property was properly inventoried and insured.

Assisted City's residents in processing numerous Risk Management claims, including many claims related to property damages due to hurricanes Katrina and Wilma, as well as the Plover Avenue road construction.

Continued to reduce Workers' Compensation Claims as a team effort of management and City employees to have a safe a work environment.



## **FY 2006-07 Budget Highlights**

- The Human resources budget shows a reduction of almost \$1,000 from the FY 05-06 budget mainly due to a reduction in training and professional services.
- Salaries include a 3.7% cost of living (COLA) increase for all general employees
- Based on the actuarial reports, the City's pension contribution for FY 06-07 increased to 6% of covered compared to 3.81% in FY 05-06.
- Health insurance costs are projected to increase by 14%.
- Workmen's compensation and liability insurances have increased by 30% and 21%, respectively.

CITY OF MIAMI SPRINGS  
HUMAN RESOURCES BUDGET  
FISCAL YEAR ENDING 9/30/07

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2003-04 ACTUALS</u>	<u>FY2004-05 ACTUALS</u>	<u>FY2005-06 AMENDED BUDGET</u>	<u>YTD ACTUALS AS OF 6/30/06</u>	<u>YTD FY2005-06 PROJECTED</u>	<u>MANAGER'S Budget Request</u>
<b>HUMAN RESOURCES</b>							
001-0401-513.12-00	REGULAR SALARIES	114,085	120,037	127,237	95,708	127,611	133,083
001-0401-513.14-00	OVERTIME	42	248	250	243	324	250
001-0401-513.21-00	FEDERAL PAYROLL TAXES	8,802	8,965	9,753	7,219	9,787	9,694
001-0401-513.22-01	GENERAL	1,544	2,564	2,885	2,088	2,784	4,752
						-	
001-0401-513.23-00	MEDICAL INSURANCE	106	(246)	-		-	
001-0401-513.23-02	POS, EMPLOYEE +1	4,637	4,895	4,799	3,769	5,025	5,933
001-0401-513.23-07	LIFE/AD&D	584	606	733	478	637	767
001-0401-513.23-08	DENTAL - OHS - EMPLOYEE	123	128	128	90	120	130
001-0401-513.23-09	VSP - VISION - EMPLOYEE	50	52	50	37	49	50
001-0401-513.23-10	DENTAL- OHS - DUAL	159	161	150	119	159	156
001-0401-513.23-12	VSP - VISION - FAMILY	88	91	88	70	93	98
	Total Medical Insurance	5,747	5,687	5,948	4,563	6,084	7,134
001-0401-513.24-00	WORKER'S COMPENSATION	3,649	1,190	1,147	1,035	1,380	870
001-0401-513.31-00	PROFESSIONAL SERVICES	10,103	13,008	35,697	19,327	25,769	29,000
001-0401-513.31-02	PROFESSIONAL SERV-MEDICAL	4,670	1,470	-	-	-	-
001-0401-513.34-00	CONTRACTUAL SERVICES	-	-	2,000	-	-	2,000
001-0401-513.40-00	TRAVEL AND PER DIEM	552	84	1,500	-	-	1,500
001-0401-513.41-01	TELEPHONE	3,964	1,264	1,584	878	1,171	1,158
001-0401-513.41-02	CELLULAR PHONE	-	53	72	38	51	-
001-0401-513.41-03	POSTAGE	-	399	348	311	415	612
001-0401-513.41-06	INTERNET ACCESS	-	836	851	453	604	781
001-0401-513.45-30	RISK MANAGEMENT	2,627	2,508	3,184	2,385	3,180	3,533
001-0401-513.48-00	PROMOTIONS	9,670	7,988	12,000	5,097	6,796	12,000
001-0401-513.51-00	OFFICE SUPPLIES	-	1,813	2,000	1,088	1,451	2,000
001-0401-513.52-00	OPERATING SUPPLIES	484	447	500	120	160	500
001-0401-513.54-00	DUES, MEMBERSHIPS, SUBS	1,736	2,312	2,250	1,135	1,513	2,250
001-0401-513.58-00	EDUCATION AND TRAINING	420	385	5,000	-	-	4,000
<b>** HUMAN RESOURCES</b>		<b>168,095</b>	<b>171,258</b>	<b>214,206</b>	<b>141,688</b>	<b>189,079</b>	<b>215,117</b>

Prepared: . /06, 9:03:08  
Program: GM217L

City of Miami Springs  
Budget Level Report

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Fiscal Year . . : 2006  
Budget Level . . : BUDG  
Description . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	*-----	Misc. Info -----*
			Text	
1-0401-513-12-00	REGULAR SALARIES	133,083.00	00100 H.R. DIRECTOR + \$364 MI + COLA + \$500 LONGEVITY 00200 H.R. SPECIALIST + COLA + \$1,750 LONGEVITY	
1-0401-513-14-00	OVERTIME	250.00	00100 OVERTIME PAY AS NEEDED	
1-0401-513-21-00	FEDERAL PAYROLL TAXES	9,694.00	00100 AS PER FINANCE	
1-0401-513-22-01	GENERAL	4,752.00	00100 AS PER FINANCE	
1-0401-513-23-02	POS, EMPLOYEE +1	5,933.00	00100 AS PER FINANCE	
1-0401-513-23-07	LIFE/AD&D	767.00	00100 AS PER FINANCE	
1-0401-513-23-08	DENTAL - OHS - EMPLOYEE	130.00	00100 AS PER FINANCE	
1-0401-513-23-09	VSP - VISION - EMPLOYEE	50.00	00100 AS PER FINANCE	
1-0401-513-23-10	DENTAL- OHS - DUAL	156.00	00100 AS PER FINANCE	
1-0401-513-23-12	VSP - VISION - FAMILY	98.00	00100 AS PER FINANCE	
1-0401-513-24-00	WORKER'S COMPENSATION	870.00	00100 AS PER FINANCE	
1-0401-513-31-00	PROFESSIONAL SERVICES	29,000.00	00100 BOB FERRER, INC. - POLYGRAPH EXAMINATIONS 00200 CHOICE POINT - BACKGROUND CHECKS 00300 EQUIFAX - CREDIT REPORTS 00400 HEALTH CARE CTR. OF MIAMI - HEP. A & B VACCINATION 00500 LAW ENF. PSYCHO. & COUNSELING ASSO./PSYCHO. SCREEN 00600 MANAGED CARE CONCEPTS - DFWP & EAP 00700 O.M. MGMT./PRE-EMP, RANDOM & POST-ACC DRUG SCREENS 00800 PHYSICIANS HEALTH CTR./PRE-EMP & W.COMP EXAMS. 00900 INVESTIGATIVE SERVICES/MISC.	
1-0401-513-34-00	OTHER CONTRACTUAL SERVICE	2,000.00	00100 LEGAL SERVICES	
1-0401-513-40-00	TRAVEL AND PER DIEM	1,500.00	00100 FPPA CONFERENCE	
1-0401-513-41-01	TELEPHONE	1,158.00	00100 AS PER FINANCE	
1-0401-513-41-03	POSTAGE	612.00	00100 AS PER FINANCE	
1-0401-513-41-06	INTERNET ACCESS	781.00	00100 AS PER FINANCE	
1-0401-513-45-30	RISK MANAGEMENT	3,533.00	00100 AS PER FINANCE	
1-0401-513-48-00	PROMOTIONS	12,000.00	00100 THE MIAMI HERALD - EMPLOYMENT ADVERTISING 00200 CURTISS PUBLISHING & PROF. MAGAZINES/EMP. ADS	
1-0401-513-51-00	OFFICE SUPPLIES	2,000.00	00100 OFFICE SUPPLIES AS PER DEPT. NEEDS	
1-0401-513-52-00	OPERATING SUPPLIES	500.00	00100 OPERATIONAL SUPPLIES AS DEPT. NEEDS	

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City of Miami Springs  
Budget Level Report

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Fiscal Year . . : 2006  
Budget Level . . : BUDG  
Description . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Text	Misc. Info
1-0401-513-54-00	DUES, MEMBERSHIPS, SUBS	2,250.00	00100 FPELRA MEMBERSHIP - LMB & ND 00200 EMP. TERMINATION & LAW BULLETIN - RENEWAL 00300 IPMA-HR MEMBERSHIP - LMB & ND 00400 FLA. EMPLOYMENT LAW LETTER - RENEWAL 00500 FAIR LABOR STANDARDS HANDBOOK - RENEWAL 00600 FPPA AGENCY MEMBERSHIP - LMB & ND 00700 PERSONNEL PROBLEMS IN FLORIDA - RENEWAL 00800 OTHER H.R. RELATED PUBLICATIONS	
1-0401-513-58-00	EDUCATION AND TRAINING	4,000.00	00100 TRAINING & SEMINARS	



# **Finance Department**

## **Mission Statement**

**To provide timely, relevant, and accurate financial information to the City's managers, legislators, and stakeholders. To recommend and implement financial strategies that ensure the financial viability of the City and its future needs.**

## **Finance Department**

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The Finance Department is responsible for overseeing the financial operations of the City including: accounts payable, accounts receivable, audits, budgeting, capital projects accounting, cash management, collections, debt administration, financial analysis, financial reporting, fixed asset reporting, payroll processing, and revenue & expenditure forecasting and monitoring. The Finance Department is also responsible for safeguarding the assets of the City.

The department ensures that surplus funds are properly invested to maximize returns on cash for operations.

The department is responsible for utility billing, collections, customer service and accounts receivable collections for the water, sewer, sanitation and storm water funds.

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### **Goals**

To ensure complete and accurate accounting of all transactions, and to report all financial information in accordance with professional accounting standards and federal, state, and local laws. Develop and implement processes to enhance the financial viability of the City, and provide financial information and analyses that are valuable as management tools and that are readily understood by our residents.

### **Objectives**

Coordinate the preparations of the budget document and publish the adopted budget by October 1<sup>st</sup>.

Maintain high levels of professional accounting and reporting standards worthy of the Government Finance Officers Association (GFOA) "Certificate of Achievement for excellence in Financial Reporting" and the "Distinguished Budget Presentation Award" programs.

Continue providing timely financial data to facilitate the proper administration of the City.

Improve the usefulness of the performance measures of each department.

Provide for audits of the City. Coordinate the audits with the City's auditors and provide account analysis, reconciliations, and audit schedules to expedite the audit process and reduce the time needed to complete the Comprehensive Annual Financial Report.

## **Finance Department**

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### **2005-06 Accomplishments**

- Issued the first "Popular Annual Financial Report" which provides residents with an easy to read report on the City's finances.
- Awarded the "Distinguished Budget Presentation Award" by the GFOA.
- Awarded the "Certificate of Achievement for Excellence in Financial Reporting" from the GFOA.
- Obtained an improved credit rating from Standard & Poor's credit agency
- Increased investment income through investment of excess funds in higher yielding certificates of deposits.
- Reduced staff in the department without impacting on the levels of service provided to our residents.
- Reduced and/or eliminated significant unnecessary expenditures
- Fiscal Year 2005 Comprehensive Annual Financial Report was presented and delivered to Council in January 2006.

### **FY 2006-07 Budget Highlights**

- The FY 2006-07 budget reports a 3.6% decrease from FY2005-06, mainly due to the staff reductions within the department. This year's budget includes the following increases:
- Salaries include a 3.7% cost of living (COLA) increase for all general employees
- Based on the actuarial reports, the City's pension contribution for FY 06-07 increased to 6% of covered compared to 3.81% in FY 05-06.
- Health insurance costs are projected to increase by 14%.
- Workmen's compensation and liability insurances have increased by 30% and 21%, respectively.



CITY OF MIAMI SPRINGS  
FINANCE DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/07

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	FY2003-04 ACTUALS	FY2004-05 ACTUALS	FY2005-06 AMENDED BUDGET	YTD ACTUALS AS OF 6/30/06	YTD FY2005-06 PROJECTED	Manager's Budget Request
<b>FINANCE</b>							
001-0501-513.12-00	REGULAR SALARIES	325,390	436,481	473,733	297,068	396,091	436,925
001-0501-513.13-00	PART TIME YEAR ROUND	31,705	6,727	6,598	6,055	8,073	6,902
001-0501-513.14-00	OVERTIME	1,961	2,186	1,200	3,809	5,079	6,000
001-0501-513.21-00	FEDERAL PAYROLL TAXES	38,025	33,352	36,837	23,062	30,749	34,412
001-0501-513.22-01	GENERAL	4,924	8,724	14,430	7,688	10,251	17,363
001-0501-513.22-04	401A ICMA RETIREMENT TRST	10,770	12,225	14,250	10,647	14,196	15,179
001-0501-513.23-01	POS, EMPLOYEE ONLY	7,233	6,327	8,995	541	721	600
001-0501-513.23-02	POS, EMPLOYEE +1	2,168	4,895	5,200	366	488	650
001-0501-513.23-03	POS, FAMILY	9,701	6,405	6,900	4,577	6,103	7,000
001-0501-513.23-04	HMO, EMPLOYEE ONLY	14,708	12,076	9,761	14,404	19,205	24,754
001-0501-513.23-07	LIFE/AD&D	2,290	2,221	2,729	1,534	2,045	2,544
001-0501-513.23-08	DENTAL - OHS - EMPLOYEE	600	688	680	567	756	750
001-0501-513.23-09	VSP - VISION - EMPLOYEE	290	284	303	217	289	300
001-0501-513.23-10	DENTAL - OHS - DUAL	244	310	330	93	124	150
001-0501-513.23-11	DENTAL - OHS - FAMILY	184	204	205	156	208	330
001-0501-513.23-12	VSP - VISION - FAMILY	246	273	275	155	207	269
001-0501-513.23-18	POS - EMP + CHILDREN	604	3,978	4,351	3,366	4,488	7,000
	Total Medical insurance	38,268	37,661	39,729	25,976	34,635	44,347
001-0501-513.24-00	WORKER'S COMPENSATION	2,860	2,909	3,190	2,610	3,480	3,287
001-0501-513.25-00	UNEMPLOYMENT COMPENSATION	-	5,416	2,500	1,764	2,352	2,500
001-0501-513.31-00	PROFESSIONAL SERVICES	10,745	-	-	415	553	750
001-0501-513.32-00	AUDIT FEES	39,205	53,725	48,000	49,565	49,565	52,500
001-0501-513.34-00	OTHER CONTRACTUAL SERVICE	93	53	100	-	-	100
001-0501-513.40-00	TRAVEL AND PER DIEM	1,632	525	800	391	521	800
001-0501-513.41-01	TELEPHONE	-	6,362	7,688	3,979	5,305	5,256
001-0501-513.41-02	CELLULAR PHONE	-	1,163	1,510	669	892	1,140
001-0501-513.41-03	POSTAGE	-	4,956	4,257	3,822	5,096	4,704
001-0501-513.41-04	COURIER,UPS,FEDX -OVERNGT	682	432	750	841	1,121	950
001-0501-513.41-06	INTERNET ACCESS	-	836	851	453	604	781
001-0501-513.44-00	RENTALS AND LEASES	7,459	5,405	5,850	2,604	3,472	3,500
001-0501-513.45-20	TELECOMMUNICATIONS	51,926	-	-	-	-	-
001-0501-513.45-30	RISK MANAGEMENT	10,674	11,916	12,088	9,063	12,084	14,133
001-0501-513.46-00	REPAIRS AND MAINTENANCE	2,281	725	1,750	1,240	1,653	1,800
001-0501-513.46-03	REPAIRS & MAINT - EQUIP	152	-	-	283	377	500
001-0501-513.47-00	PRINTING AND BINDING	2,358	4,390	7,000	5,910	7,880	8,000
001-0501-513.48-02	ADVERTISING	6,479	471	1,500	994	1,325	1,500
001-0501-513.51-00	OFFICE SUPPLIES	28,633	7,992	9,500	3,195	4,260	5,000
001-0501-513.52-00	OPERATING SUPPLIES	5,626	3,993	2,500	1,082	1,443	1,500
001-0501-513.54-00	DUES, MEMBERSHIPS, SUBS	2,276	1,968	1,000	1,095	1,460	1,500
001-0501-513.58-00	EDUCATION AND TRAINING	2,887	784	2,000	396	528	1,000
001-0501-513.64-00	MACHINERY AND EQUIPMENT	-	2,000	-	-	-	2,000
	PRINCIPAL	87,779	-	-	-	-	-
	INTEREST	7,935	-	-	-	-	-
<b>** FINANCE</b>		<b>722,725</b>	<b>653,377</b>	<b>699,611</b>	<b>464,676</b>	<b>603,046</b>	<b>674,329</b>



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City of Miami Springs  
Budget Level Report

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Fiscal Year . . : 2006  
Budget Level . . : BUDG  
Description . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	*----- Misc. Info -----*
			Text
1-0501-513-12-00	REGULAR SALARIES	436,925.00	00100 W ALONSO 00200 ACCOUNTING MANAGER 00300 M RAMOS 00400 D WALKER 00500 M CORTINA 00600 T SHUH 00700 E REMINGTON 00800 E CASTRO 00900 M WATSON
1-0501-513-13-00	PART TIME YEAR ROUND	6,902.00	00100 L VALDES
1-0501-513-14-00	OVERTIME	6,000.00	
1-0501-513-21-00	FEDERAL PAYROLL TAXES	34,412.00	
1-0501-513-22-01	GENERAL	17,363.00	
1-0501-513-22-04	401A ICMA RETIREMENT TRST	15,179.00	
1-0501-513-23-01	POS, EMPLOYEE ONLY	600.00	
1-0501-513-23-02	POS, EMPLOYEE +1	650.00	
1-0501-513-23-03	POS, FAMILY	7,000.00	
1-0501-513-23-04	HMO, EMPLOYEE ONLY	24,754.00	
1-0501-513-23-07	LIFE/AD&D	2,544.00	
1-0501-513-23-08	DENTAL - OHS - EMPLOYEE	750.00	
1-0501-513-23-09	VSP - VISION - EMPLOYEE	300.00	
1-0501-513-23-10	DENTAL- OHS - DUAL	150.00	
1-0501-513-23-11	DENTAL - OHS - FAMILY	330.00	
1-0501-513-23-12	VSP - VISION - FAMILY	269.00	
1-0501-513-23-18	POS - EMP + CHILDREN	7,000.00	
1-0501-513-24-00	WORKER'S COMPENSATION	3,287.00	
1-0501-513-25-00	UNEMPLOYMENT COMPENSATION	2,500.00	00100 FLORIDA DEPT OF LABOR FOR COSTS RELATED TO UNEMPLO 00200 BENEFITS FOR FORMER EMPLOYEES
1-0501-513-31-00	PROFESSIONAL SERVICES	750.00	00100 GFOA CAFR AND BUDGET REVIEWS
1-0501-513-32-00	AUDIT FEES	52,500.00	00100 CABALLERO 7 CASTELLANOS
1-0501-513-34-00	OTHER CONTRACTUAL SERVICE	100.00	
1-0501-513-40-00	TRAVEL AND PER DIEM	800.00	00100 HTE ANNUAL CONFERENCES AND USER GROUP MEETINGS
1-0501-513-41-01	TELEPHONE	5,256.00	00100 STATE OF FLORIDA AND SPRINT PHONE COSTS
1-0501-513-41-02	CELLULAR PHONE	1,140.00	00100 FINANCE DIRECTOR AND PURCHASING MANAGER CELL PHONE
1-0501-513-41-03	POSTAGE	4,704.00	00100 PITNEY BOWES MACHINE RENTAL AND COSTS TO MAIL OUT 00200 LETTERS, INVOICES, ETC TO RESIDENTS
1-0501-513-41-04	COURIER, UPS, FEDX -OVERNGT	950.00	00100 FEDERAL EXPRESS, DHL
1-0501-513-41-06	INTERNET ACCESS	781.00	00100 BELLSOUTH PRO CABS
1-0501-513-44-00	RENTALS AND LEASES	3,500.00	00100 COPIER MACHINE RENTALS

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City of Miami Springs  
Budget Level Report

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Fiscal Year . . : 2006  
Budget Level . . : BUDG  
Description . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	*----- Misc. Info -----*	
			Text	
1-0501-513-45-30	RISK MANAGEMENT	14,133.00		
1-0501-513-46-00	REPAIRS AND MAINTENANCE	1,800.00	00100	COMPUTER, LOCKS, FAX MACHINE ETC
1-0501-513-46-03	REPAIRS & MAINT - EQUIP	500.00	00100	COMPUTER AND OFFICE EQUIPMENT REPAIRS
1-0501-513-47-00	PRINTING AND BINDING	8,000.00	00100	ANNUAL BUDGET
			00200	ANNUAL CAFR
			00300	POPULAR ANNUAL REPORT
			00400	OTHER-BUSINESS CARDS, LETTERHEADS, CHECKS ETC
1-0501-513-48-02	ADVERTISING	1,500.00	00100	ADVERTISING RFP AND OTHER LEGAL NOTICES
1-0501-513-51-00	OFFICE SUPPLIES	5,000.00	00100	OFFICE DEPOT, AND COPIER PAPER FROM BEST WHOLESALE
1-0501-513-52-00	OPERATING SUPPLIES	1,500.00	00100	LOGO SHIRTS, COMPUTER PARTS, ETC
1-0501-513-54-00	DUES, MEMBERSHIPS, SUBS	1,500.00	00100	AICPA
			00200	HTE USERS GROUP
			00300	FGFOA
			00400	PURCHASING MANAGER ASSOCIATION
			00500	GFOA MEMBERSHIP
			00600	GFOA PAFR REVIEW
1-0501-513-58-00	EDUCATION AND TRAINING	1,000.00	00100	HTE TRAINING
1-0501-513-64-00	MACHINERY AND EQUIPMENT	2,000.00	00100	LAPTOP AND COMPUTER REPLACEMENTS

# **City Attorney**

## **Mission Statement**

**The mission of the City Attorney's office is to provide competent legal advice and counsel to City officials and administration in a timely manner and zealously represent the City's interest and positions in negotiations and litigation.**

## **City Attorney**

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The office of the City Attorney reflects the direct charges associated with the contractual services provided by the City's legal counsel. Miami Springs, not having a large enough demand for an internal legal staff, contracts all legal services with the firm of Orshan, Lithman, Seiden, Ramos, Hatton & Huesmann, LLP.

The firm, through its partners, represents the City on all legal matters including, but not limited to, attendance at all regular and special council meetings, planning and zoning boards, and Board of Adjustment meetings. Additionally, the office is responsible for coordinating responses and initiating all legal opinions, litigation matters and applications of all federal, state, county, and local rules, regulations, ordinances, resolutions, or other statutory matters.

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### **Goal**

Provide competent legal advice and council in a timely manner to City Officials and administration.

### **Objectives**

Provide legal advice through attendance at meetings and workshops and by responding to all inquiries in a timely manner.

Review, draft and negotiate contracts and agreements between the City and other entities or persons in a timely manner.

### **FY 2006-07 Budget Highlights**

There are no major changes or modifications to the 2006-07 budget.



CITY OF MIAMI SPRINGS  
CITY ATTORNEY BUDGET  
FISCAL YEAR ENDING 9/30/07

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2003-04 ACTUALS</u>	<u>FY2004-05 ACTUALS</u>	<u>FY2005-06 AMENDED BUDGET</u>	<u>YTD ACTUALS AS OF 6/30/06</u>	<u>YTD FY2005-06 PROJECTED</u>	<u>Manager's Budget Request</u>
CITY ATTORNEY							
001-0601-514.31-01	PROFESSIONAL SERV - LEGAL	107,468	93,973	95,000	75,733	100,977	101,000
001-0601-514.31-11	PROF SERV -LEGAL RETAINER	6,500	6,500	6,500	5,375	7,167	6,500
001-0601-514.54-00	DUES, MEMBERSHIPS, SUBS	975	975	1,000	570	760	1,000
001-0601-514.58-00	EDUCATION AND TRAINING	279	309	500	-	-	500
** CITY ATTORNEY		<u>115,222</u>	<u>101,757</u>	<u>103,000</u>	<u>81,678</u>	<u>108,904</u>	<u>109,000</u>

# **Planning Department**

## **Mission Statement**

**To coordinate the physical development of the City in a manner that will preserve its unique characteristics and enhance the quality of life for the City's present and future residents.**

## **Planning Department**

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The Planning Department is responsible for general community-wide policy and program planning, as mandated by state law. This effort involves close intergovernmental coordination, particularly with county agencies, the South Florida Regional Planning Council and state agencies such as the Departments of Community Affairs, Environmental Protection and Transportation. Related to this general mission, the department provides research and recommendations on land use, community facilities/services and transportation matters to the City Manager, City Advisory and Quasi-Judicial Boards, and the City Council.

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### **Goals and Objectives:**

**Goal:** Provide planning services consistent with, and in support of the City's official goals for future land use, transportation, housing, infrastructure, conservation, recreation and open space, intergovernmental coordination and capital improvements, as articulated in the Comprehensive Plan.

<p><b>Objective:</b> Perform all planning services necessary for the development and adoption of District Boundary Regulations for the remaining Future Land Uses per the Comprehensive Plan.</p>
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### **FY2006-07 Accomplishments**

- **Performed all planning services necessary for the drafting and adoption of the Airport, Highway and Marine Business District zoning ordinance.**
- **Prepared case reports and recommendations for 41 Board of Adjustment cases and 2 Zoning & Planning Board cases to-date (06/30/06).**
- **Supervised and assisted in the drafting and the approval process for the Evaluation & Appraisal Report for the Comprehensive Plan.**

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### **Budget Highlights or Modifications**

FY2006-07 budget reflects a 14% increase from FY2005-06 mainly due to an increase in Professional Fees for the 36<sup>th</sup> re-development and boundary line changes project.

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CITY OF MIAMI SPRINGS  
PLANNING BUDGET  
FISCAL YEAR ENDED 9/30/07

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2003-04 ACTUALS</u>	<u>FY2004-05 ACTUALS</u>	<u>FY2005-06 AMENDED BUDGET</u>	<u>YTD ACTUALS AS OF 6/30/06</u>	<u>YTD FY2005-06 PROJECTED</u>	<u>Manager's Budget Request</u>
<b>PLANNING</b>							
001-0701-515.12-00	REGULAR SALARIES	70,183	72,358	74,049	55,336	73,781	76,789
001-0701-515.13-00	PART TIME YEAR ROUND	-	9,040	19,124	5,418	7,224	19,829
001-0701-515.21-00	FICA TAXES	5,466	6,199	7,128	4,635	6,180	7,131
001-0701-515.22-01	GENERAL EMPLOYEES RET SYS	950	1,752	2,821	2,062	2,749	4,607
001-0701-515.23-01	POS, EMPLOYEE ONLY	3,239	3,098	3,223	2,359	3,145	3,685
001-0701-515.23-07	LIFE/AD&D	363	366	427	284	379	442
001-0701-515.23-08	DENTAL-ORAL HEALTH SVCS	126	128	123	90	120	123
001-0701-515.23-09	VSP-VISION SERVICE PLAN	50	52	50	37	49	50
	Total medical insurance	3,778	3,644	3,823	2,770	3,693	4,300
001-0701-515.24-00	WORKER'S COMPENSATION	736	721	665	540	720	636
001-0701-515.31-00	PROFESSIONAL SERVICES	11,796	7,445	53,600	14,330	19,107	75,000
001-0701-515.31-03	PROFESSIONAL SRV-ENGINEER	2,500	-	-	-	-	-
001-0701-515.40-00	TRAVEL AND PER DIEM	75	135	-	26	35	-
001-0701-515.41-01	TELEPHONE	7,685	606	655	499	665	386
001-0701-515.41-03	POSTAGE	-	1,277	1,107	1,002	1,336	1,267
001-0701-515.41-04	OVERNIGHT-UPS, FEDX	-	50	40	-	-	150
001-0701-515.41-06	INTERNET ACCESS	-	765	920	453	604	781
001-0701-515.44-00	RENTALS AND LEASES	925	270	305	-	-	480
001-0701-515.45-30	LIABILITY INSURANCES	(2,963)	1,920	2,355	1,764	2,352	2,582
001-0701-515.47-00	PRINTING AND BINDING	5,107	3,840	5,970	3,176	4,235	5,970
001-0701-515.48-02	ADVERTISING	-	-	15,936	15,936	21,248	20,000
001-0701-515.51-00	OFFICE SUPPLIES	-	1,069	745	770	1,027	1,045
001-0701-515.52-00	OPERATING SUPPLIES	2,214	664	425	38	51	50
001-0701-515.54-00	DUES, MEMBERSHIPS, SUBS	560	390	470	390	520	564
001-0701-515.58-00	EDUCATION AND TRAINING	160	-	-	-	-	-
001-0701-515.63-00	IMPROVEMENTS O/T BUILDINGS	-	-	-	5,000	5,000	-
001-0701-515.91-09	TRANSFERS TO GRANTS FUND	-	-	4,000	-	-	-
<b>** PLANNING</b>		<b>109,172</b>	<b>112,145</b>	<b>194,138</b>	<b>114,145</b>	<b>150,527</b>	<b>221,567</b>

**Budget Highlights:** -



Prepared: 4/06, 9:03:08  
Program: Gm217L

City of Miami Springs  
Budget Level Report

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Fiscal Year . . : 2006  
Budget Level . . : BUDG  
Description . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	Text	Misc. Info
1-0701-515-12-00	REGULAR SALARIES	76,789.00		
1-0701-515-13-00	PART TIME YEAR ROUND	19,829.00		
1-0701-515-21-00	FICA TAXES	7,131.00		
1-0701-515-22-01	GENERAL EMPLOYEES RET SYS	4,607.00	00100 PENSION PLAN	
1-0701-515-23-01	POS, EMPLOYEE ONLY	3,685.00		
1-0701-515-23-07	LIFE/AD&D	442.00		
1-0701-515-23-08	DENTAL-ORAL HEALTH SVCS	123.00		
1-0701-515-23-09	VSP-VISION SERVICE PLAN	50.00		
1-0701-515-24-00	WORKER'S COMPENSATION	636.00		
1-0701-515-31-00	PROFESSIONAL SERVICES	75,000.00	00100 SERVICES FOR BOUNDARY LINE AND 36TH ST REDEVELOPMENT	
1-0701-515-41-01	TELEPHONE	386.00	00100 STATE OF FLORIDA AND SPRINT	
1-0701-515-41-03	POSTAGE	1,267.00	00100 PITNEY BOWES-MAILINGS	
1-0701-515-41-04	OVERNIGHT-UPS, FEDX	150.00	00100 FED EX, DHL, COURIER EXPENSE	
1-0701-515-41-06	INTERNET ACCESS	781.00		
1-0701-515-44-00	RENTALS AND LEASES	480.00	00100 COPIER MACHINE	
1-0701-515-45-30	LIABILITY INSURANCES	2,582.00		
1-0701-515-47-00	PRINTING AND BINDING	5,970.00	00100 REFLECTS COSTS OF PRINTING/COPYING UPDATED EARS, 00200 ZONING MAPS AND COMPREHENSIVE PLAN.	
1-0701-515-48-02	ADVERTISING	20,000.00	00100 PROJECTED AMOUNT, REQUIRED FOR NOTICE OF PUBLIC 00200 HEARINGS, IS BASED ON PRESENT YTD AMOUNT.	
1-0701-515-51-00	OFFICE SUPPLIES	1,045.00	00100 OFFICE DEPOT	
1-0701-515-52-00	OPERATING SUPPLIES	50.00	00100 MISC COMPUTER,PHONE, EQUIPMENT PARTS	
1-0701-515-54-00	DUES, MEMBERSHIPS, SUBS	564.00	00100 FOR APA/AICP MEMBERSHIP. PAST EXPERIENCE HAS 00200 SHOWN THAT THERE IS AN AVERAGE ANNUAL INCREASE 00300 OF 20% OVER THE PREVIOUS YEAR. LAST YEARS DUES 00400 WERE \$470.	

# **Miami Springs Police Department**

## **Mission Statement**

Our mission is the reduction of crime and the improvement of the quality of life. In accomplishing these goals, personal service will be our commitment, honor and integrity our mandate. We respect the dignity and personal liberties of all people and strive to maintain a partnership with the community to insure that Miami Springs remains a place where people can live and work safely and without fear.

## **Police Department**

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The Police Department is responsible for protecting the lives and property of the residents, businesses and visitors of the City. The Department preserves the peace, prevents crime, detects and arrests offenders, regulates and controls traffic and enforces all related federal, state, county, local and other regulatory rules, regulations, laws and ordinances.

The department is also responsible, both through the General and Law Enforcement Trust Funds, to operate the Community Policing Office (CPO), the School Crossing Guard program, and other special law-enforcement programs related to the Department of Justice and other agencies.

Additionally, the department works closely with other regional agencies to ensure that public safety matters are addressed and implements specialized enforcement efforts including HIDTA, COPS-MORE, the VIN Program and others as identified.

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### **Goals**

Enhance and continue efforts to deliver “Personalized Police Service” to the City of Miami Springs.

Become more involved in Community Policing to further the relationship between the police and citizens of the community.

**Increase “Homeland Security” efforts.**

### **Objectives**

Increase the commitment to addressing the enormous traffic problems and the many legitimate complaints made by residents and enhance the ability to provide traffic safety in the community.

Continue commitment to combating the drug problem through interagency cooperation by the assignment of a Police Officer to the South Florida High Intensity Drug Trafficking Area (HIDTA Program)

Regenerate efforts with the goal of increasing the number of Crime Watch neighborhoods and reaffirm our commitment and efforts towards Business Crime Watch.

Increase police visibility in residential and commercial areas by utilizing foot patrol and bicycle patrol.

Utilize grants and alternate funding sources to facilitate additional training and equipment to enhance terrorism preparedness.



## **Police Department**

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### **Objectives**

Improve communications/networking with other government agencies involved in "Homeland Security" through participation in various task forces and utilization of advanced communication technology.

### **2005-06 Accomplishments**

- Activated hands-off communication system for motorcycle officers.
- Purchased van for undercover surveillance.
- Purchased portable generator for Community Policing and back-up communications (two-way radios).
- Activated automated traffic citation system.
- Entire police staff trained per FEMA requirements.

### **FY 2006-07 Budget Highlights**

Budget request is a \$357,258 or a 7.8% increase over FY2005-06, this increase is mainly attributed to the following:

Salaries include a 3.7% cost of living (COLA) increase for all police officers per the terms of the union contract. Police department salaries are budgeted to increase by approximately \$172,152.

Based on the actuarial reports, the City's pension contribution for FY 06-07 increased to 5.8% of covered compared to 4.48% in FY 05-06. This accounts for \$56,100 of the budget increase for the current year.

Increases in workman's compensation and liability insurance represent approximately \$72,832 of the budget increase.

Increase in health insurance costs represent approximately \$38,600.

This year's budget contains \$10,500 in cellular telephone costs that were previously paid with Law Enforcement Trust Funds, however this program ended during the current year.



**CITY OF MIAMI SPRINGS  
POLICE DEPARTMENT BUDGET  
FISCAL YEAR ENDING 9/30/07**

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2003-04 ACTUALS</u>	<u>FY2004-05 ACTUALS</u>	<u>FY2005-06 AMENDED BUDGET</u>	<u>YTD ACTUALS AS OF 6/30/06</u>	<u>YTD FY2005-06 PROJECTED</u>	<u>Manager's Budget Request</u>
<b>POLICE</b>							
001-2001-521.11-00	EXECUTIVE SALARIES	395,190	462,024	430,126	313,979	418,639	456,942
001-2001-521.12-00	REGULAR SALARIES	1,925,273	1,920,841	2,107,576	1,555,824	2,074,432	2,250,670
001-2001-521.12-01	POLICE DEPT. CIVILIANS	370,815	408,432	426,656	279,967	373,289	431,185
001-2001-521.13-00	PART TIME YEAR ROUND	61,680	65,006	94,835	45,173	60,231	94,204
001-2001-521.14-00	OVERTIME	49,466	84,983	93,000	49,466	65,955	93,000
001-2001-521.15-00	SPECIAL PAY	31,145	30,960	50,000	23,025	30,700	50,000
001-2001-521.21-00	SOCIAL SECURITY TAXES	217,737	221,877	225,297	172,711	230,281	258,264
001-2001-521.22-01	GENERAL PENSION	5,067	9,666	16,256	10,601	14,135	25,757
001-2001-521.22-02	POLICE PENSION	14,783	14,423	115,872	82,723	110,297	162,472
001-2001-521.23-01	POS, EMPLOYEE ONLY	34,440	10,447	27,219	15,892	21,189	27,000
001-2001-521.23-02	POS, EMPLOYEE +1	12,452	11,135	15,000	4,196	5,595	6,500
001-2001-521.23-03	POS, FAMILY	25,404	25,138	30,000	3,343	4,457	6,000
001-2001-521.23-04	HMO, EMPLOYEE ONLY	59,063	58,642	17,824	40,107	53,476	61,000
001-2001-521.23-05	HMO, EMPLOYEE +1	16,511	11,387	14,000	18,809	25,079	28,000
001-2001-521.23-06	HMO, FAMILY	47,055	58,307	66,000	45,767	61,023	66,808
001-2001-521.23-07	LIFE/AD&D	13,430	13,748	17,042	10,717	14,289	18,070
001-2001-521.23-08	DENTAL - OHS - EMPLOYEE	2,700	2,753	2,700	2,124	2,832	2,900
001-2001-521.23-09	VSP - VISION - EMPLOYEE	1,093	1,129	1,100	885	1,180	1,200
001-2001-521.23-10	DENTAL- OHS - DUAL	2,225	2,065	2,100	1,428	1,904	1,950
001-2001-521.23-11	DENTAL - OHS - FAMILY	3,519	3,597	3,980	2,583	3,444	3,457
001-2001-521.23-12	VSP - VISION - FAMILY	2,790	2,837	3,035	1,993	2,657	2,706
001-2001-521.23-18	POS - EMP + CHILDREN	8,516	9,433	12,000	9,805	13,073	17,000
001-2001-521.23-19	HMO - EMPLOYEE + CHILDREN	18,030	24,950	28,000	23,485	31,313	36,000
	Total Medical insurance	247,228	235,568	240,000	181,134	241,512	278,591
001-2001-521.24-00	WORKER'S COMPENSATION	39,250	62,564	60,790	62,692	83,589	116,014
001-2001-521.25-00	UNEMPLOYMENT COMPENSATION	-	-	-	1,880	2,507	2,500
001-2001-521.31-00	PROFESSIONAL SERVICES	11,197	9,801	16,503	8,486	11,315	16,800
001-2001-521.31-01	LEGAL	-	22,707	10,000	3,142	4,189	10,500
001-2001-521.34-00	OTHER CONTRACTUAL SERVICE	1,760	2,128	4,200	2,560	3,413	5,410
001-2001-521.34-09	OTHER	9,980	44	-	-	-	-
001-2001-521.40-00	TRAVEL AND PER DIEM	5,956	9,540	12,000	3,971	5,295	12,000
001-2001-521.41-01	TELEPHONE: BASE & LOCAL	402	14,335	12,086	6,635	8,847	8,664
001-2001-521.41-02	CELLULAR TELEPHONE	-	687	784	425	567	10,500
001-2001-521.41-03	POSTAGE	-	869	1,058	667	889	1,164
001-2001-521.41-04	OVERNIGHT-UPS, FEDX	-	199	500	235	313	525
001-2001-521.41-06	INTERNET ACCESS	-	1,320	1,201	739	985	781
001-2001-521.41-09	BEEPERS	-	2,848	3,187	2,309	3,079	2,898
001-2001-521.44-02	RENTALS-EQUIPMENT	1,791	3,985	8,448	3,064	5,633	7,500
001-2001-521.45-10	FLEET MAINTENANCE	70,965	42,719	61,183	45,868	61,157	63,385
001-2001-521.45-20	TELECOMMUNICATIONS	49,918	-	-	-	-	-
001-2001-521.45-30	RISK MANAGEMENT	61,306	113,856	131,077	98,307	131,076	148,685
001-2001-521.46-00	REPAIRS AND MAINTENANCE	28,708	1,801	5,000	-	-	5,000
001-2001-521.46-03	EQUIPMENT	-	20,867	27,025	13,973	18,631	27,000
001-2001-521.47-00	PRINTING AND BINDING	603	621	1,500	84	112	1,500
001-2001-521.48-00	PROMOTIONS	341	364	800	457	609	800
001-2001-521.51-00	OFFICE SUPPLIES	-	5,969	7,000	3,755	5,007	7,350
001-2001-521.52-00	OPERATING SUPPLIES	14,119	20,726	22,612	15,590	20,787	23,100
001-2001-521.52-02	FUEL, OILS, LUBRICANTS	37,442	65,336	72,000	58,450	77,933	79,200
001-2001-521.52-03	UNIFORMS	58,574	65,291	87,230	36,097	54,146	85,000
001-2001-521.52-07	TIRES	3,364	4,558	5,000	3,848	5,131	5,500
001-2001-521.54-00	DUES, MEMBERSHIPS, SUBS	2,173	2,787	5,000	1,939	2,585	5,000
001-2001-521.54-10	VEH REGISTRATION & TAG	-	204	150	5	7	150
001-2001-521.58-00	EDUCATION AND TRAINING	16,010	24,716	35,000	12,245	16,327	35,000
001-2001-521.64-00	MACHINERY AND EQUIPMENT	2,811	19,756	37,000	7,500	37,000	37,000
001-2001-521.65-00	VEHICLES	134,036	118,646	148,050	134,697	148,050	113,250
<b>* POLICE</b>		<b>3,869,090</b>	<b>4,093,024</b>	<b>4,576,002</b>	<b>3,244,223</b>	<b>4,328,649</b>	<b>4,933,260</b>

CITY OF MIAMI SPRINGS  
SCHOOL CROSSING GUARD BUDGET  
FISCAL YEAR ENDING 9/30/07

<u>ACCOUNT DESCRIPTION</u>	<u>FY2003-04 ACTUALS</u>	<u>FY2004-05 ACTUALS</u>	<u>FY2005-06 AMENDED BUDGET</u>	<u>YTD ACTUALS AS OF 6/30/06</u>	<u>YTD FY2005-06 PROJECTED</u>	<u>Manager's Budget Request</u>
PART TIME YEAR ROUND	5,832	9,997	20,476	6,264	8,352	20,616
SOCIAL SECURITY TAXES	446	765	1,566	479	639	1,577
WORKER'S COMPENSATION	108	107	153	127	169	140
UNIFORMS	378	-	2,000	235	313	1,000
OTHER	52	-	1,000	85	113	1,000
	<u>6,816</u>	<u>10,869</u>	<u>25,195</u>	<u>7,190</u>	<u>9,587</u>	<u>24,333</u>

Budget Highlights:

Prepared: 7/3. 14:03:26  
Program: GM217L

City of Miami Springs  
Budget Level Report

Page 2

Fiscal Year . . : 2006  
Budget Level . . : BUDG  
Description . . : DEPARTMENTAL INPUT

Account #	Description	Budget Amount	*-----	Misc. Info -----*
			Text	
1-2001-521-11-00	EXECUTIVE SALARIES	456,942.00	00100	AS PER FINANCE
1-2001-521-12-00	REGULAR SALARIES	2,250,670.00	00100	AS PER FINANCE
1-2001-521-12-01	POLICE DEPT. CIVILIANS	431,185.00	00100	AS PER FINANCE
1-2001-521-13-00	PART TIME YEAR ROUND	94,204.00	00100	AS PER FINANCE
1-2001-521-14-00	OVERTIME	93,000.00	00100	AS PER FINANCE
1-2001-521-15-00	SPECIAL PAY	50,000.00	00100	AS PER FINANCE
1-2001-521-21-00	SOCIAL SECURITY TAXES	258,264.00	00100	AS PER FINANCE
1-2001-521-22-01	GENERAL	25,757.00	00100	AS PER FINANCE
1-2001-521-22-02	POLICE	162,472.00	00100	AS PER FINANCE
1-2001-521-23-01	POS, EMPLOYEE ONLY	27,000.00	00100	AS PER FINANCE
1-2001-521-23-02	POS, EMPLOYEE +1	6,500.00	00100	AS PER FINANCE
1-2001-521-23-03	POS, FAMILY	6,000.00	00100	AS PER FINANCE
1-2001-521-23-04	HMO, EMPLOYEE ONLY	61,000.00	00100	AS PER FINANCE
1-2001-521-23-05	HMO, EMPLOYEE +1	28,000.00	00100	AS PER FINANCE
1-2001-521-23-06	HMO, FAMILY	66,808.00	00100	AS PER FINANCE
1-2001-521-23-07	LIFE/AD&D	18,070.00	00100	AS PER FINANCE
1-2001-521-23-08	DENTAL - OHS - EMPLOYEE	2,900.00	00100	AS PER FINANCE
1-2001-521-23-09	VSP - VISION - EMPLOYEE	1,200.00	00100	AS PER FINANCE
1-2001-521-23-10	DENTAL- OHS - DUAL	1,950.00	00100	AS PER FINANCE
1-2001-521-23-11	DENTAL - OHS - FAMILY	3,457.00	00100	AS PER FINANCE
1-2001-521-23-12	VSP - VISION - FAMILY	2,706.00	00100	AS PER FINANCE
1-2001-521-23-18	POS - EMP + CHILDREN	17,000.00	00100	AS PER FINANCE
1-2001-521-23-19	HMO - EMPLOYEE + CHILDREN	36,000.00	00100	AS PER FINANCE
1-2001-521-24-00	WORKER'S COMPENSATION	116,014.00	00100	AS PER FINANCE
1-2001-521-25-00	UNEMPLOYMENT COMPENSATION	2,500.00	00100	AS PER FINANCE
1-2001-521-31-00	PROFESSIONAL SERVICES	16,800.00	00100	K-9 VETERINARY CARE (\$5,200)
			00200	BOARDING OF K-9'S AS NEEDED (\$1,000)
			00300	FLORIDA SHERIFF'S ASSOC ADMIN FEES VEHICLE PURCH
			00400	FROM THEIR BID 4 VEH @ \$75/VEH (\$300)
			00500	SUBPOENA PHONE RECORDS (\$500)
			00600	ACCURINT (\$1,000)
			00700	DADE CO ASSOC OF CHIEFS OF POLICE COURT STAND-BY

00800 PROGR 2,500)  
00900 PHYSICIAN HEALTH CENTER PHYSICAL EXAM RESPIRATOR  
01000 & PULMONTARY FUNCTION TEST (\$800)  
01100 BIOHAZARD CLEAN-UP FOR VEHICLES & CELL (\$2,500)  
01200 PSYCHIATRIC EVALUATION AND COUNSELING (\$500)  
01300 STATE ATTORNEY'S OFC ORDINANCE PROSECUTION(\$1,500)  
01400 MISCELLANEOUS PROFESSIONAL SERVICES (\$1,000)



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Account #	Description	Budget Amount	*----- Misc. Info -----*
			Text
1-2001-521-31-01	LEGAL	10,500.00	00100 LEGAL FEES
1-2001-521-34-00	OTHER CONTRACTUAL SERVICE	5,410.00	00100 RANGE RENTAL PLUS EXTRA DUTY OFC \$320 X 12(\$3,840) 00200 AND NIGHT RANGE (MANDATORY) 00300 MISCELLANEOUS CONSULTING SERVICES (\$570) 00400 VEHICLE GRAPHICS -3 MARKED UNITS (\$1,000)
1-2001-521-40-00	TRAVEL AND PER DIEM	12,000.00	00100 STATE POLICE MEMORIAL CEREMONIES, TALLAHASSEE, FL 00200 (LODGING, TRAVEL & PER DIEM EXP FOR TWO OFFICERS) 00300 INVESTIGATIONS: APPLICANTS/BACKGROUND/OUT OF TOWN 00400 (LODGING, TRAVEL & PER DIEM EXPENSES) 00500 DEPARTMENT: OUT OF TOWN/LOCAL TRAINING 00600 (LODGING, TRAVEL & PER DIEM EXPENSES) 00700 CJIS USER'S CONFERENCE, FBINAA ANNUAL MTG FOR 00800 CHIEF, CAPT & LT, STRATEGIC LEADERSHIP CONF (LTS), 00900 FLA POLICE CHIEFS ASSOC FOR CHIEF, SPI FOR LTS, 01000 SUNPASS TRANSPONDERS (\$1,000)
1-2001-521-41-01	TELEPHONE: BASE & LOCAL	8,664.00	00100 AS PER FINANCE
1-2001-521-41-02	CELLULAR TELEPHONE	10,500.00	00100 CHIEF NEXTEL \$32/MO X 12 (\$384) 00200 CHIEF CINGULAR \$20/MO X 12 (\$240) 00300 NEXTEL-DET,SGT,ADMIN \$600/MO X 9 (\$5,400) 00400 MOBILE DATA TERMINALS \$1,100/MO X 4 (\$4,400)
1-2001-521-41-03	POSTAGE	1,164.00	00100 POSTAGE MACHINE RENTAL (\$320) AS PER FINANCE 00200 POSTAGE (\$844) AS PER FINANCE
1-2001-521-41-04	OVERNIGHT-UPS, FEDX	525.00	00100 OVERNIGHT SERVICES (UPS, FED EX) AS NEEDED
1-2001-521-41-06	INTERNET ACCESS	781.00	00100 AS PER FINANCE
1-2001-521-41-09	BEEPERS	2,898.00	00100 AS PER FINANCE
1-2001-521-44-02	EQUIPMENT	7,500.00	00100 COPIER RENTAL & MAINTENANCE-COMMUNICATIONS(\$2,500) 00200 COPIER RENTAL & MAINTENANCE-INVESTIGATIONS(\$2,500) 00300 MISCELLANEOUS-COPIER OVERCHARGE, LOST BEEPER, ETC. 00400 CHARGE NOT COVERED UNDER LEASE, UNFORESEEN RENTALS
1-2001-521-45-10	FLEET MAINTENANCE	63,385.00	00100 VEHICLE MAINTENANCE (\$42,000) 00200 JORGE HERNANDEZ VEHICLE WASHES \$50 X 52(\$2,600) 00300 JORGE HERNANDEZ MOTORCYCLE WASHES \$40 X 26(\$1,040) 00400 SUNOCO CAR WASHES 480 @\$4/CAR (\$1,920) 00500 NEW CHANGEOVER/INSTALLATION NEW VEHICLES(\$3,000) 00600 REPLACEMENT EMERGENCY EQUIPMENT (\$2,500) 00700 WINDOW TINTING (\$500) 00800 MOTORCYCLE MAINTENANCE 5 @ \$1,800/EA (\$9,000) 00900 MOTORCYCLE GASOLINE (\$3,600)
1-2001-521-45-30	RISK MANAGEMENT	148,685.00	00100 AS PER FINANCE

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Account #	Description	Budget Amount	*----- Misc. Info -----*
1-2001-521-46-00	REPAIRS AND MAINTENANCE	5,000.00	00100 COST INCURRED FOR THE REPAIR AND MAINTENANCE OF 00200 POLICE EQUIPMENT NOT COVERED UNDER OTHER MAINT 00300 PLANS, AED WARRANTIES (10 @ \$400/EA)
1-2001-521-46-03	EQUIPMENT	27,000.00	00100 COST INCURRED FOR REPAIR AND MAINTENANCE OF EQUIP 00200 NOT COVERED UNDER EXISTING MAINTENANCE AGREEMENTS 00300 RADIOS, COMPUTERS, WHIZARD LAPTOP MOUNTS, PROGRAM 00400 RADIOS, EMERGENCY EQUIPMENT REPAIRS, ETC. 00500 MAINTENANCE CONTRACTS: CII (\$18,000) 00600 RADAR CALIBRATION/CERTIFICATION REPAIRS (\$2,500)
1-2001-521-47-00	PRINTING AND BINDING	1,500.00	00100 POLICE CASE CARDS (\$500) 00200 BUSINESS CARDS (\$200) 00300 VARIOUS DECALS (\$300) 00400 CHIEF'S STATIONARY (\$500)
1-2001-521-48-00	PROMOTIONS	800.00	00100 MUTUAL AID LUNCHEON MEETINGS \$180 X 4 (\$720) 00200 ADMINISTRATIVE STAFF MEETINGS & BUSINESS LUNCHEONS
1-2001-521-51-00	OFFICE SUPPLIES	7,350.00	00100 NORMAL OFFICE SUPPLIES
1-2001-521-52-00	OPERATING SUPPLIES	23,100.00	00100 NORMAL OPERATING SUPPLIES 00200 PRACTICE & ISSUE AMMO, RANGE TARGETS/SUPPLIES 00300 VEHICLE EQUIPMENT, SL20 FLASHLIGHTS, TASER SUPP, 00400 ORANGE TRAFFIC CONES, SLIM JIMS, LOCK-OUT KITS, 00500 DICTAPHONE TAPES, FLEX CUFFS, DRUG TEST KITS, 00600 K-9 SUPPLIES AND FOOD, K-9 TRAINING MATERIAL, 00700 CRIME SCENE PROCESSING SUPPLIES, PLAQUES, RADIO 00800 EQUIPMENT, SMALL OFFICE FURNITURE & EQUIPMENT, 00900 EMERGENCY SUPPLIES (FLARES, BLANKETS, DISPOSABLE 01000 GLOVES, ETC), EVIDENCE TAPE & PLASTIC BAGS, 01100 MEDICAL MASKS, DIGITAL RECORDERS FOR INVESTIGATIVE 01200 UNIT, COMPUTER SOFTWARE AND UPGRADES, WATER SERVICE
1-2001-521-52-02	FUEL, OILS, LUBRICANTS	79,200.00	00100 FUES, OILS, AND LUBRICANTS 10% INCREASE
1-2001-521-52-03	UNIFORMS	85,000.00	00100 UNIFORM EXPENSE AS FOLLOWS: 00200 UNIFORM CLEANING ALLOWANCE-PER CITY/PBA AGREEMENT 00300 \$135/EA UNIFORM OFFICER QUARTERLY 00400 \$149.75/EA DETECTIVE QUARTERLY 00500 CONTRACTUAL OBLIGATION UNIFORM ALLOWANCE (\$30,000) 00600 UNIFORM EQUIPMENT REIMB PER CITY/PBA AGREEMENT 00700 \$300/EA X 43 SWORN OFFICERS (\$12,600) 00800 BODY ARMOR REPL \$500 X HALF OF FORCE (\$10,500) 00900 TOTAL CONTRACTUAL OBLIGATION (\$53,100) 01000 MOTORMEN UNIFORMS: BREECHES (\$2,825), JODHPUR BOOTS 01100 (\$1,200), PUTTEES (\$1,200), LEATHER JACKETS (\$2,700) 01200 RAINSUTS (\$1,000), HELMETS (\$1,000) 01300 POLICE UNIFORMS ADMIN, SWORN, CIVILIAN (\$15,000) 01400 UNIFORM PATCHES (\$600) 01500 LEATHER & WEB GEAR (\$6,500) 01600 BICYCLE UNIT UNIFORMS (\$1,500) 01700 K-9 UNIT UNIFORMS (\$1,000) 01800 VEST FOR NEW OFFICERS EST. 5 (\$2,500) 01900 HONOR GUARD UNIFORMS (\$1,000) 02000 MISCELLANEOUS ITEMS, I.E. UNIFORM NAME BARS, HATS, 02100 POSITION PINS, BADGES, RUBBER BOOTS, HOLSTERS

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Account #	Description	Budget Amount	*-----*	Misc. Info	-----*
				Text	
1-2001-521-52-07	TIRES	5,500.00	00100	110 TIRES @ \$50/TIRE	
1-2001-521-54-00	DUES, MEMBERSHIPS, SUBS	5,000.00	00100	DUES, MEMBERSHIPS & SUBSCRIPTIONS:	
			00200	BRESSER'S CROSS INDEX \$716, DRIVER'S LICENSE GUIDE	
			00300	\$50, PHYSICIAN'S DESK REFERENCE \$70, NADA CAR	
			00400	GUIDES \$110, MIAMI-DADE COUNTY FIRE \$75,	
			00500	SAFETY JAIL PERMIT, DADE CO. ASSOC OF CHIEFS OF	
			00600	POLICE DUES FOR CHIEF & CAPT \$350, NOTARY \$100,	
			00700	FLORIDA FBINAA DUES FOR CHIEF, CAPT & LT \$200	
			00800	FBI LEEDA DUES FOR CHIEF & CAPT \$70, IACP \$500,	
			00900	SPI DUES LTS \$80	
			01000	NORTH AMERICAN POLICE (K-9 OFFICERS & CHIEF) \$160	
			01100	MIAMI SPRINGS AIRPORT AREA CHAMBER (CHIEF) \$225	
			01200	FLORIDA POLICE CHIEF'S ASSOC (CHIEF & CAPT) \$275	
1-2001-521-54-10	VEH REGISTRATION & TAG	150.00	00100	CONFIDENTIAL TAG RENEWAL, POLICE BOAT, TRAILER,	
			00200	AND TAG TRANSFERS	
1-2001-521-58-00	EDUCATION AND TRAINING	35,000.00	00100	MANDATORY AND OPTIONAL TRAINING:	
			00200	FBI RETRAINING FOR CHIEF, CAPT, LT	
			00300	POLICE ACADEMY TUITION @\$4,400 PER TRAINEE	
			00400	PLUS BOOKS AND SUPPLIES	
			00500	EDUCATION TUITION REIMBURSEMENT (CONTRACT OBLIG)	
			00600	LAW ENFORCEMENT HANDBOOKS (\$600)	
			00700	IACP TRAINING KEYS (\$400)	
			00800	COMMUNICATIONS/RECORDS TRAINING (\$1,500)	
			00900	HOMELAND SECURITY TRAINING, WMD TRAINING,	
			01000	NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) TRAINING	
1-2001-521-64-00	MACHINERY AND EQUIPMENT	37,000.00	00100	DICTAPHONE RECORDING DEVICE (\$14,000)	
			00200	COMPUTER REPLACEMENT (\$15,000)	
			00300	TWO AED MACHINES @\$4,000/EACH (\$8,000)	
1-2001-521-65-00	VEHICLES	113,250.00	00100	THREE MARKED PATROL UNITS @ \$25,000/EACH (\$75,000)	
			00200	ONE UNMARKED ADMINISTRATIVE VEHICLE (\$26,620)	
			00300	TWO LIGHT BARS WITH DECK LIGHTS (\$3,150)	
			00400	TWO SIREN CONTROLS AND FOUR CORNER STROBES (\$1,830)	
			00500	EMERGENCY EQUIP FOR NEW UNMARKED VEHICLE (\$1,350)	
			00600	MOTORCYCLE RADAR (\$2,500)	
			00700	UPGRADE SPARE MOTORCYCLE TO LED LIGHTING (\$2,800)	
* Total Accounts for this Budget Level	52	4,933,261.00			



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Account #	Description	Budget Amount	*-----	Misc. Info	-----*
			Text		
1-2002-521-13-00	PART TIME YEAR ROUND	20,616.00	00100	AS PER FINANCE	
1-2002-521-21-00	SOCIAL SECURITY TAXES	1,577.00	00100	AS PER FINANCE	
1-2002-521-24-00	WORKER'S COMPENSATION	140.00	00100	AS PER FINANCE	
1-2002-521-52-03	UNIFORMS	1,000.00	00100	UNIFORMS FOR FOUR (4) SCHOOL CROSSING GUARDS	
1-2002-521-52-09	OTHER	1,000.00	00100	SCHOOL CROSSING GUARDS SUPPLIES	



## **Law Enforcement Trust Fund**

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The Law Enforcement Trust Fund was created under the authority of Florida State Statute Section 932.7055(4) (a). The expenditures of this fund require requests from the Chief of Police and approval by the City Council. Expenditures are restricted to items or programs which are not considered normal operating expenditures, including salaries.

The Fund is utilized to maintain a Community Policing Office (CPO) in a satellite location. This program and related facility operates year round and partially offsets the City's requirement for various match obligation, including crime prevention, drug education and school resource officer programs. The expenses incurred by the Vice, Intelligence and Narcotics units are charged to the Fund and an appropriation is made annually to provide the necessary source of funds. The Fund also provides required matching dollars for several grants which have been or will be awarded to the City.

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## **Budget Highlights or Modifications**

There are no major changes or modifications to the 2005-06 budget.

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CITY OF MIAMI SPRINGS  
LAW ENFORCEMENT TRUST FUND  
FISCAL YEAR ENDING 9/30/07

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2003-04 ACTUALS</u>	<u>FY2004-05 ACTUALS</u>	<u>FY2005-06 AMENDED BUDGET</u>	<u>YTD ACTUALS AS OF 6/30/06</u>	<u>YTD FY2005-06 PROJECTED</u>	<u>Manager's Budget Request</u>
<b>LAW ENFORCEMENT TI</b>							
650-2010-521.31-00	PROFESSIONAL SERVICES	10,173	26,533	50,466	11,153	14,871	9,000
650-2010-521.35-00	INVESTIGATIONS	1,057	209	25,000	52	69	25,000
650-2010-521.41-02	CELLULAR TELEPHONE	2,098	6,363	15,225	5,806	7,741	2,000
650-2010-521.44-00	RENTALS AND LEASES	23,748	21,274	81,174	19,397	25,863	20,000
650-2010-521.49-02	BANK CHARGES	-	75	-	-	-	-
650-2010-521.49-08	DONATIONS	-	1,000	-	1,500	2,000	-
650-2010-521.52-00	OPERATING SUPPLIES	40,485	13,417	-	17,688	23,584	-
650-2010-521.64-00	MACHINERY AND EQUIPMENT	165,471	93,234	3,638	11,452	80,156	-
650-2010-521.65-00	VEHICLES	-	39,503	-	-	16,740	-
650-2010-521.91-08	TRANSFERS TO FUND 165	-	2,535	-	-	-	-
<b>* PUBLIC SAFETY</b>		<b><u>243,032</u></b>	<b><u>204,143</u></b>	<b><u>175,503</u></b>	<b><u>67,048</u></b>	<b><u>171,024</u></b>	<b><u>56,000</u></b>

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Account #	Description	Budget Amount	*----- Misc. Info -----*
			Text
650-2010-521-31-00	PROFESSIONAL SERVICES	9,000.00	00100 MDT'S (CINGULAR 8 MONTHS @ \$1,100/MO) EXP 5/31/07
650-2010-521-35-00	INVESTIGATIONS	25,000.00	00100 EMERGENCY FUND AS NEEDED
650-2010-521-41-02	CELLULAR TELEPHONE	2,000.00	00100 CELL PHONES (NEXTEL 3 MOS. @ \$600/MO) EXP 12/31/06
650-2010-521-44-00	RENTALS AND LEASES	20,000.00	00100 TWO RENTAL VEHICLES FOR UNDERCOVER/SURVEILLANCE

**CITY OF MIAMI SPRINGS  
COMMUNITY POLICING OFFICE BUDGET  
FISCAL YEAR ENDING 9/30/07**

City

<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>FY2003-04 ACTUALS</u>	<u>FY2004-05 ACTUALS</u>	<u>FY2005-06 AMENDED BUDGET</u>	<u>YTD ACTUALS AS OF 6/30/06</u>	<u>YTD FY2005-06 PROJECTED</u>	<u>Manager's Budget Request</u>
<b>LAW ENFORCEMENT TR</b>							
650-2011-521.31-00	PROFESSIONAL SERVICES	1,270	465	1,500	50	67	500
650-2011-521.34-00	OTHER CONTRACTUAL SERVICE	20	1,313	2,000	373	497	2,000
650-2011-521.40-00	TRAVEL AND PER DIEM	2,449	1,263	4,000	-	-	2,000
650-2011-521.41-00	TELECOMMUNICATION COSTS	435	50	250	-	-	250
650-2011-521.41-01	TELEPHONE: BASE & LOCAL	-	822	5,980	3,826	5,101	3,223
650-2011-521.41-02	CELLULAR TELEPHONE	-	1,153	3,247	1,248	1,664	2,400
650-2011-521.41-04	OVERNIGHT-UPS, FEDX	-	181	500	253	337	750
650-2011-521.41-06	INTERNET ACCESS	-	1,613	1,500	599	799	500
650-2011-521.43-02	WATER	281	271	300	227	303	298
650-2011-521.44-00	RENTALS AND LEASES	16,651	540	500	-	-	500
650-2011-521.44-01	BUILDINGS	-	14,400	15,000	12,500	16,667	16,710
650-2011-521.44-02	EQUIPMENT	-	1,968	3,000	1,498	1,997	3,000
650-2011-521.45-30	RISK MANAGEMENT	1,135	1,135	2,000	1,135	1,513	1,600
650-2011-521.46-00	REPAIRS AND MAINTENANCE	50	710	700	466	621	750
650-2011-521.46-03	EQUIPMENT	-	365	605	-	-	500
650-2011-521.47-00	PRINTING AND BINDING	173	1,456	3,500	2,102	2,803	6,000
650-2011-521.48-00	PROMOTIONS	2,700	4,173	4,000	3,335	4,447	6,000
650-2011-521.48-02	ADVERTISING	-	2,348	4,000	1,119	1,492	4,000
650-2011-521.51-00	OFFICE SUPPLIES	1,369	3,115	5,000	2,718	3,624	5,000
650-2011-521.52-00	OPERATING SUPPLIES	5,580	9,209	8,104	867	1,156	5,500
650-2011-521.52-03	UNIFORMS	-	745	1,000	608	811	1,500
650-2011-521.54-00	DUES, MEMBERSHIPS, SUBS	172	518	500	184	245	500
650-2011-521.58-00	EDUCATION AND TRAINING	11,032	3,799	2,000	1,393	1,857	2,000
650-2011-521.58-01	THREE PSAS	-	-	5,000	2,083	2,777	5,000
650-2011-521.58-02	EDUCATION-OFFICERS	-	-	5,000	-	-	5,000
650-2011-521.64-00	MACHINERY AND EQUIPMENT	-	-	3,000	1,427	1,903	5,800
650-2011-521.91-08	TRANSFERS TO FUND 165	-	2,599	-	-	-	-
<b>* COMMUNITY POLICING</b>		<b>43,317</b>	<b>54,211</b>	<b>82,186</b>	<b>38,011</b>	<b>50,681</b>	<b>81,281</b>

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Account #	Description	Budget Amount	*-----	Misc. Info	-----*
				Text	
650-2011-521-31-00	PROFESSIONAL SERVICES	500.00	00100	PROFESSIONAL SERVICES AS NEEDED	
650-2011-521-34-00	OTHER CONTRACTUAL SERVICE	2,000.00	00100	SNO WHITE DUST CONTROL (\$400)	
			00200	USA SOFTWARE (\$1,500)	
650-2011-521-40-00	TRAVEL AND PER DIEM	2,000.00	00100	TRAINING FOR COMMUNITY POLICING OFFICERS AS NEEDED	
			00200	(TRAVEL, LODGING, AND PER DIEM)	
650-2011-521-41-00	TELECOMMUNICATION COSTS	250.00	00100	CERTIFIED AND REGISTERED MAIL AS NEEDED	
650-2011-521-41-01	TELEPHONE: BASE & LOCAL	3,223.00	00100	AS PER FINANCE	
650-2011-521-41-02	CELLULAR TELEPHONE	2,400.00			
650-2011-521-41-04	OVERNIGHT-UPS, FEDX	750.00	00100	OVERNIGHT SERVICES (UPS, FED EX) AS NEEDED	
650-2011-521-41-06	INTERNET ACCESS	500.00			
650-2011-521-43-02	WATER	298.00	00100	AS PER FINANCE	
650-2011-521-44-00	RENTALS AND LEASES	500.00			
650-2011-521-44-01	BUILDINGS	16,710.00	00100	RENT FOR CPO OFFICE	
650-2011-521-44-02	EQUIPMENT	3,000.00	00100	COPIER/PRINTER/FAX MACHINE RENTAL (\$1,900)	
			00200	USAGE CHARGE (OVERAGE FOR COPIER) \$300	
650-2011-521-45-30	RISK MANAGEMENT	1,600.00	00100	AS PER FINANCE	
650-2011-521-46-00	REPAIRS AND MAINTENANCE	750.00			
650-2011-521-46-03	EQUIPMENT	500.00			
650-2011-521-47-00	PRINTING AND BINDING	6,000.00	00100	BROCHURES, REPORTS, ETC.	
			00200	(INCREASE DUE TO INCREASED INFORMATION GENERATED	
			00300	TO RESIDENTS)	
650-2011-521-48-00	PROMOTIONS	6,000.00	00100	ACTIVITIES/EVENTS	
			00200	(INCREASE DUE TO PLANNING FOR ADDITIONAL COMMUNITY	
			00300	WIDE AND CRIME WATCH EVENTS)	
650-2011-521-48-02	ADVERTISING	4,000.00	00100	ALL "MIAMI SPRINGS POLICE DEPARTMENT" ITEMS	
			00200	FOR COMMUNITY RELATIONS (PENS, KEYCHAINS, COFFEE	
			00300	MUGS, CALENDARS, PARADE HAND OUTS, FLAGS, ETC.)	
			00400	PARTICIPATION IN COMMUNITY EVENTS I.E. PARADES,	
			00500	CAR SHOWS, SAFE HALLOWEEN, CRIME WATCH, ROTARY	
			00600	CLUB, SCHOOL PRESENTATIONS, ETC.	
650-2011-521-51-00	OFFICE SUPPLIES	5,000.00			
650-2011-521-52-00	OPERATING SUPPLIES	5,500.00			
650-2011-521-52-03	UNIFORMS	1,500.00	00100	SPECIAL UNIFORM ITEMS (T-SHIRTS, HATS, ETC.)	
650-2011-521-54-00	DUES, MEMBERSHIPS, SUBS	500.00	00100	MIAMI HERALD, COMMUNITY ORIENTED PUBLICATIONS	
650-2011-521-58-00	EDUCATION AND TRAINING	2,000.00	00100	TRAINING MATERIALS/TEACHING COMMUNITY	

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Account #	Description	Budget Amount	Text	Misc. Info
650-2011-521-58-01	PSA TUITION REIMBURSEMENT	5,000.00		
650-2011-521-58-02	OFFICERS	5,000.00	00100 CONTINUING EDUCATION	
650-2011-521-64-00	MACHINERY AND EQUIPMENT	5,800.00	00100 UPGRADE CPO SUV'S WITH LED LIGHTING (\$2,800)	
* Total Accounts for this Budget Level 890		50,678,891.00		